**** **SHAKIB**

 shakib.374932@2freemail.com

**JOB OBJECTIVE**

Seeking assignments of an **HR Administrator & Payroll** to obtain a challenging full time experience in the field of **Administration and Payroll Accounts**, willing to relocate.

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| **AREAS OF EXPERTISE****HR Administration****Payroll Management** **Manpower Planning** **Liaison & Coordination** **Cash Management** **Reporting & Documentation** | **PROFILE SUMMARY*** A competent professional with nearly 9+ years of rich & qualitative experience in **Administration / Payroll Accounts** in **Oil & Gas, Construction, Manufacturing and Maintenance** sector
* Holds the merit of working with renowned companies like **Ferrovial Agroman Al Fahd / DAEAH E&C SAUDI ARABIA LTD / Saudi Oger Limited / NATIONAL COMPANY FOR TOURISM SYAHYA Al HABALA RESORT & HOTEL**
* Excellent sense of overseeing, developing & implementing **general administration** **plans & programs** including resource allocation and ensuring delivery of quality services to all employees
* Adept in projecting accurate **petty** **cash forecast** to ensure that there is no shortage in hand; adept in taking adequate measures to monitor inflow / outflow of funds towards accomplishment of company objectives
* Exhibitedexcellence implementing systems / procedures, **preparing key reports** to exercise financial control and enhancing overall efficiency of the organisation
* Skilled in planning & scheduling **entire gamut of payroll activities** to ensure timely, accurate & error free processing of salaries and implementing increment, incentive & other remuneration policies for the same
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**ORGANISATIONAL EXPERIENCE**

**Dec’15 to July’17 FERROVIAL AGROMAN AL FAHD- JV Saudi Arabia as HR Specialist**

**Role:**

* Handling all issue related Employee affairs and HR Department.
* Prepare all Employee personal file.
* Fill the Employee information as per Company software.
* Communicating with all overseas agencies and arrange business trip and reviewing CV and make filtration for the qualified manpower which will serve on the correct position.
* Finalizing and Follow up all issue related to recruiting and candidate.
* Coordinating the personal affairs through responding to all the inquiries and services needed which. I am working such as (Vacation –Wages Resignation Settlements Social Insurance Medical Insurance)
* Analyzing reports and collecting data for HR Department.
* Preparing document as per company required.
* Preparing formal letter for all concerned department.
* Recruitment Local & other Country Preparing offer letter Agreement Contract Etc.
* Arrange Patty Cash for New Employees.
* Arrange Accommodation for all Employee.
* Updating all employee information (Salary Increments- Location and in case of Transfer employee between partner’s company internal or External)
* Coordinate Finance & Procurement Department regarding employee affairs and HR.
* Making the Final accounts of Sub-Contractor Manpower supply.
* Making Weekly Visa Report Issue by Company.
* Distribute New Employee Department wise.

**May’13–Aug’15 DAEAH E&C SAUDI ARABIA LTD as HR & Administrator**

**Role:**

* Making the Payroll and Settlement for All employees.
* Arranging Employees New Visa process, cancellation and follow up Labor Card Expiry, PP Expiry and others activity.
* Responsible for various reports, documentation preparation, preparation of Time Sheet, presenting daily reports to the higher authority.
* Checks received communications E-mail, Fax and Mail from clients, suppliers, employees and inquiries, distribution and preparation of response.
* To assists the utility workers for completing the daily time record and leave form.
* Compare and submission of Service benefit of employee who are leaving from the company.
* Making the Daily Manpower reports.
* Organize, sort and assign mail distribution for all employees.
* Arranging the All employees’ accommodation and camp facility.
* Develop schedule estimate that are accepted by Management.
* Making the Ticket for Exit and vacation employees.
* Making the Final accounts of Sub-Contractor Manpower supply.
* Keeping the Excellent Track report for delivery and Purchase Items.

**May’09–Dec’12 SAUDI OGER LIMITED, Saudi Arabia as Admin. Assistant**

**Role:**

* Monitoring and maintain the record of 8 Camps, 10+ Buildings / Apartments, Compounds and 1 VIP accommodation building.
* Obtain the approval from higher management for new / renewal rented camps, buildings / apartments and compounds.
* Handling, check & review of all invoices for the services provided by suppliers to camp before forwarding it to accounts department.
* Coordination to the transport department to transport the transferred / mission employees.
* Arranging food and accommodation for new arrivals / transferred and mission employees.
* Reviewing weekly overtime forecast and forwarding it to higher management for approval.
* Verifying daily timesheet and monthly Payroll 800+ direct and indirect employees as per the approved forecast.
* Handling, check & review timesheets and attendance reports received from all services, vacation forecasts of employees working under camp management.
* Updating staff files on vacation, sick leaves, missions, transfers, evaluation to monitor the staff movements on weekly basis.
* Prepare manpower report on monthly basis to send for updating to Recruitment Manager-HOB.
* Follow-up for daily activity reports to all the camps, buildings / apartments and compounds.
* Prepare accommodation vacant places report weekly.
* Coordination with store & purchasing department for the requested materials.
* Preparing yearly budget (Housing and Recreation). Entrusted with the responsibilities of preparing the yearly budget / requirement of camps & housing facilities and reviewing the sport (recreation) budget received from recreation officer.
* Files updating & other administration and secretarial jobs.
* Manage the internal and external email functions, to higher, middle and lower management.

**July’06-Sept’08 NATIONAL COMPANY FOR TOURISM SYAHYA Al HABALA RESORT & HOTEL**

 **as Café in charge cum Store keeper**

**Role:**

* Working in SAP (system application & product in data processing)
* Dispatch, billing, transfer challan, store bill with purchase order number
* Dispatch of container export sale with, invoice, custom form, bahati (Declaration form)
* Prepare of weighment report in excel
* Feeding of paddy purchase bill in system & prepare receipt of paddy
* Prepare average of rice material
* Checking all café area.
* Maintain ledgers accounts and administrative work.

**CERTIFICATION**

* Completed **Diploma in Computer Application** from Jan Shikshan Sansthan Jamshedpur, India – 2009

**IT SKILLS**

*Operating Systems: Windows & DOS*

*GUI Package: SAP, Microsoft Office and Tally*

Typing Speed: 45 WPM

**EDUCATION**

2013 **B.Com.** from Jamshedpur Co-Operative College affiliated to Monad University, Hapur U.P.

**PERSONAL DETAILS**

Date of Birth : 2nd September 1987

Religion : Islam

Nationality : Indian

Languages Known : Arabic, English, and Hindi & Urdu.

Marital Status : Unmarried

D License : Vialed Saudi Arabia-2025