Curriculum Vitae

**Shashi**

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**OBJECTIVE**

Looking forward to work in a professionally environment where my organizational and communication skills can be fully utilized to HR Administration in daily tasks.

**CAREER SUMMARY**

An experienced HR/Office Administrator with Five (06) years hand on experience in office administration, petty cash handling and liaison with government authorities.

**SKILLS:**

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| --- | --- |
| * Communication Skills * Written Expression * Technical Oversight * Problem-Solving Skills | * Organizational Ability * Time Management * Management * HRMS |

**Educational Qualification**:

* MBA from Punjab technical university (Pursuing)
* Bachelor of Arts from DDU University in 2012
* Computer Diploma software engineer from NIIT- Delhi
* Intermediate from UP Board in 2009
* High School from UP Board in 2007

**Work Experience:**

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| --- | --- | --- | --- |
| * **Admin Officer/HR** | Al Basti & Muktha LLC | Dubai, UAE | Jun’ 2016 till date |
| * **HR Administration** | USBS Precast Building System | Al Khobar, Saudi Arabia | Mar’ 2015 to Dec’ 2015 |
| * **HR Administration** | *NARESCO Contracting LLC* | *Dubai, UAE* | *Jan’ 2013 to Dec’ 2014* |
| * **HR Administration** | *Sigma Construction Pvt. Ltd* | *Gujarat, India* | *Dec’2012 to Dec’2012* |

**Key Responsibilities:**

* Assist HR department in implementing policies and procedures, assist in creating awareness among employees.
* Participate in the preparation of Human Resources and admin budget.
* Receive employee complaints, suggestions and queries and make sure they have been handled properly.  
  Admin & office Management.
* Liaison with Government authorities for all matters relating to company including but not limited to, requesting for new service, upgrading new services, contract renewal, payments for different government services, trade license and establishment card renewal.
* Ensure office security make sure office is locked during holidays and after working hours, allow access to only authorized persons/ guests or visitors inside the office premises.
* Ensure all office equipment is in working condition, Phone lines, internet and other equipment and report malfunction to concerned staff for quickly resolving the issues.
* Supervise drivers, assign them duty, make log of their attendance and leave and overtime. Handle all issues regarding drivers conduct, behavior and work-related problems.
* Keep kitchen and office supplies inventory records and maintain minimum required stock level always.  
  Proactively make arrangement at office for official visits/corporate guests. Arrange conference room and refreshments according to the standards.
* Act as focal point for suppliers or service providers for procurements and repair & maintenance activity at office.
* Employee grievance and welfare handling
* Coordinate with camp bosses for arranging workers for various site
* Maintain attendance and leave record of all employees according to the standard.
* Prepare monthly attendance and leave reports.
* Maintain personnel files of all employees as per standards.
* Ensure office cleanliness is up to required standards. Supervise cleaning staff and report tardiness and absence to their supervisors/cleaning services.
* Anticipate needed admin supplies and maintain adequate inventory of frequently used items.
* Make payment for company bills for telecom, internet and other services.
* Review and prepare mileage report of company staff cars.
* Manage timely maintenance of company vehicles; ensure its cleaning is up to mark.
* Complete and make all relevant documentation for above activities.
* Follow up legal documents relates with Labors, like labor card, ID card, Visa renewal work, medical card, Passport Renewal, etc
* Preparing leave Papers, Cancelation/termination Papers.
* Coordinate with camp boss for arranging Labor for various site
* Coordinate with Site Engineer and Project manager for solving their relevant problems.
* Coordinate with Transport Department.
* Maintaining HR records, such as those related to compensation, health and medical insurance
* Handling insurance-related issues
* Managing workplace safety issues
* Training new or existing employees
* Liaise with Visa authorities for new Visa processing and cancellations
* Oversee preparation of applications and coordinate necessary documentation on behalf of company personnel for Visit Visa, Employment Visa,
* Transfer of Residence, Procurement of ID, Stamping of Residency Permit, Health Card, Exit permit and Renewal of Residence permit
* Responsible to facilitate New Staff Medical Examination.
* Responsible for coordinating with-in-house insurance for settlement of claims
* Handle all staff issues related to Resident Permit , Exit Re Entry visa and ensure timely resolution
* Apply visa for employee travelling for business purpose. Keep a check on the new rules for applying visa for various consulates. Issue NOC letters as per the consulate requirement
* Liaise with Visa authorities for new Visa processing and cancellations Obtain approvals / permissions / attestation from various government bodies like Police Department, Hospitals, Traffic Department etc
* Handling time office activities

**Personnel Details:**

Gender : Male

Nationality : Indian

Marital Status : Married

Language known : English & Hindi & Arabic

Driving License : Issued From Dubai, UAE

Passport : Issued From India valid until May 2022

**Declaration**

I hereby declare that all the above information is true, complete and correct to the best of my knowledge & belief.

***Shashi***