** JAWEED**

**E-mail:** jaweed.380255@2freemail.com

**Career Goals**

I seek a challenging career in HR / Admin department in an organization, where my education, experience, personal capabilities and skills would be utilized for the betterment of the organization operations and growth.

**Academic Qualification**

* **B.Tech** (Electronics and Communication) **India**2007.
* Diploma in Business Management, **Australia, sydney**.2008
* Hospitality Management from Macquarie institute, **Australia, Sydney** 2010.(Certificate III)
* Diploma of Management **Australia, Sydney**. 2011
* **DCA**( Diploma in Computer Application)

**Professional Experience**

**Al Danube Al Saudi Trading Co (Kingdom of Saudi Arabia)**

HR Executive **(30th June 2013 to 31st** **Jan 2018)**



|  |  |  |
| --- | --- | --- |
| **Period** | **Designation** | **Line of reporting** |
|  |  |  |
| June 2013 - Jan 2018 | HR Executive | HR Manager |
|  |  |  |



**Responsibilities / Duties**

* Be the first point of contact for all HR-related queries
* Handling HR& Admin related works of 3 branches in eastern region.
* Ensure the relevant HR database is up to date, accurate and complies with legislation
* Ensure all legal requirements are updated and adhered (CR, Municipality License, Chamber certificate, Gosi, Zakat certificate etc.)
* Assisting in payroll processes.
* Salary issues to solve if any by coordinating with head office.
* Assisting in Manpower planning & Budgeting
* Assisting in preparing compensation & Benefits
* Assisting in performance Management system
* Assist in the recruitment process in all the aspects, sourcing candidates that match the desired skills.
* Liaise with recruitment agencies.
* Set up interviews and issue relevant correspondence.
* Following up with new candidates for all the relevant documents to process for their job offer.
* Induction process of new candidates, making them understands procedures & policies of the company. Coordinating with IT department for creating their Employee id & email Id.
* Updating employee records with holiday request, payroll changes and any leave due to illness.
* Handling of complete clearance processes for all the employees leaving the company, making sure of their handing over form properly filled & company assets to be collected if any present with them.
* Administer HR & Admin related documents. Maintaining files and documents related to ISO and other legal Gov documents.
* Keeping the record of all the employees with their correct database.
* Monitor daily attendance& keeping a track.
* Checking out employees iqama expiry and to follow up for renewal
* Following up with medical insurance company for reimbursement of claims & other issues.
* Handling government related work with PRO

**Administration duties**

* Keeping a track of company cars, equipment’s & all other company related properties.
* Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns.
* Checking out generator service schedule and make sure proper servicing of generator is done on time with all the necessary parts replaced.
* Keeping a track of pest control sessions and coordinating with them for proper schedule.
* Arranging office & Accommodations furniture as per requirement
* Responsible for smooth running of Staff & Labour accommodations at various locations & solving out issues if any related to staff & Labours accommodations
* Identify buildings, flats and lands as per requirements of the Company and execute & renew lease agreements.
* Visiting other branches in the same region and solving out issues related to HR & Admin.
* Keeping a track for company Accommodations rent due date and to arrange it before due date.
* Ensure Housekeeping, Cleanliness, Waste disposal, Security issues at Head Office, Staff & Labour Accommodation and Project sites/Offices.
* Prepare statistical reports on camp expenses and other accommodation & administrative expenses and take measures to control it.

**QVB Restaurant (Sydney, Australia)**

Assistant Manager / Chef - **(December 2007 to Oct 2012)**



|  |  |  |
| --- | --- | --- |
| **Period** | **Designation** | **Line of reporting** |
|  |  |  |
| December 2007 – 25 Oct 2012 | Assistant Manager/ Chef | Manager |
|  |  |  |

**Responsibilities / Duties**

* Supervise a team in a very busy kitchen
* Manage food preparation tasks
* Prepare breakfast menu
* Check garnishes and meal presentation
* Co-ordinate with front-of-house staff
* Manage the roaster for the kitchen staff
* Responsible for maintaining hygiene and cleanliness
* Manage the stock levels and rotate stocks as and when required
* Store food according to the temperature required
* Put in to practice any skills learned in class
* Worked together in a team oriented environment to produce foods in a timely and orderly fashion.
* Ensured that all orders were presented in a neat and appetizing manner.
* All the duties included in the kitchen from starting of restaurant till closing.
* Meet with sales representatives to order supplies such as tableware, cooking utensils, and cleaning items
* Total receipts and balance against sales, deposit receipts, and lock facility at end of day

**Aphrodite Warehouse (Sydney, Australia)**

Assistant Manager - **(March 2008 to July 2011)**

|  |  |  |
| --- | --- | --- |
| **Period** | **Designation** | **Line of reporting** |
|  |  |  |
| March 2008 - July 2011 | Assistant Manager | Manager |
|  |  |  |

**Responsibilities / Duties**

* Monitors and controls computer and according to operating instructions.
* Selects and loads input and output units with materials such as tapes, forms or paper for operating runs.
* Observes machine and control panel on computer consoles for error lights, verification printouts and error messages and machine stoppage or faulty output.
* Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
* Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
* Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
* Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
* Assign daily work load to warehouse personnel. Mapping of the daily routes to ensure proper legal weight limits. Supervise the picking and loading of routes insuring the accuracy of those orders.
* Train and supervise employees in the preferred work methods.
* Maintain a level of warehouse cleanliness that will result in an excellent compliance audit score.
* Maintain warehouse operation in accordance with company compliance standards
* Checking out the Loads going to the proper destination.
* Maintaining the daily basis targets and finishing them on time with no errors.
* Reporting to the senior manager if any unknown activity is taking place.

**Strengths:**

* Good communication skills.
* Hardworking, Sincere & Result oriented.
* Ability to learn things faster.
* Great zeal for knowledge.
* Self-confident

**Relevant Skills:**

* Ability to work in a Team Structure.
* Ability to verbally communicate with persons inside and outside organization.
* Ability to make decisions and solve problem.
* Ability of obtain and process Information.
* Ability to plan, organize and prioritize work.

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
|  Name | : | Jaweed |
|  Date of Birth | : | 05-10-1983 |  |
|  Gender | : | Male |
|  Religion | : | Islam |
|  Marital Status | : | Married |
|  Languages Known | : | English, Urdu , Hindi & Arabic |

**DECLARATION:**

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my earnest Endeavour to discharge competently and carefully the duties you may be pleased to entrust with me.

**(JAWEED)**