**Dhanesh**

Email: [dhanesh.380357@2freemail.com](mailto:dhanesh.380357@2freemail.com)

**Objective:**

Looking for a challenging and progressive career in HR/Admin/Payroll-Accounts in a professionally managed organization to utilise my academic qualifications, experience and interpersonal skills effectively and enable me to make a positive contribution towards the growth of the organisation.

**Profile:**

Masters in Business Administration (MBA) with specialisation in **Human Resource Management** and having now eight plus years experience in HR & Admin. Dedicated team player with good communication skills in English & Hindi.

Familiar in following roles:

* HR Generalist
* Payroll Processing
* Employee Welfare
* Insurance
* Recruitment
* Company Internal Audit

**Career History:**

**Present company:**

**Al Fara’a Group, Abu Dhabi, UAE.**

Company brief:

Al Fara’a Integrated Construction Group is a multifaceted provider of specialist construction solutions in UAE, Saudi Arabia and India and employs some 18,000 people from different countries in its ten business units that span properties & estate, construction and related services as well as manufacturing and fabrication.

**Job Profile: Executive Welfare–Admin/HR (September 2012 – December 2017)**

* Providing timely service to Staff/Workers with regards to their grievances.
* Attending to Staff/Workers transfers, salary/wage issues, Accommodation related issues and emergency health related issues.
* Organising Staff/Workers welfare activities on regular basis.
* Monitoring and coordinating with PRO for timely Staff/Workers Passport renewal and other services.
* Coordinating with Wages department for leave processing/settlements of Staff/Workers.
* Visa, Emirates Id, Labour Card, Insurance card processing for Staff/Workers in close coordination with other team members from Helpline, HR & Admin, Accounts & PRO department.
* Induction of employees to align them to company objectives
* Counselling employees on disputes or part of pre-disciplinary action.
* Facilitating new and existing employees’ basic personal requirements, such as schooling, banking.
* Timely coordination in relation to Staff/Workers Accident cases, Medical cases and Insurance related matters with the concerned departments.

**Manappuram Finance Ltd., Nagpur, India.**

Company brief:

Manappuram Finance is a leading national player in its core activity of Micro Finance.

The company has more than 4,000 branches across 27 states with assets under management exceeding Rs.13, 000/- Crores having a workforce of about 22,000 employees.

**Job Profile: Probationary Officer (II) (Sep, 2011 – June, 2012)**

* Responsible for day to day branch activities.
* Providing service to customers which include gold finance, money transfer, fixed deposit etc.

**BRD Group of Companies, Kerala, India.**

Company brief:

One of the NBFC and authorised dealer for Maruti Suzuki India Ltd., and Piaggio Vehicles Pvt. Ltd in Thrissur, Kerala, India.

**Job Profile:HR Executive (July, 2007 – June, 2010)**

* Implementing employee development and training programs and performance evaluation of trainees.
* Managing archives of correspondence, course materials and training records.
* Payroll processing in line with labour laws in-force
* Preparing training manual and handouts for training program
* Giving additional assistance on mobilisation of new projects through planning for training and sharing other HR assignments for the new projects.
* Assisting Internal Audit Process

**Qualifications:**

* MBA in Human Resource Management – 2009

(From Bharathiar University, Coimbatore, India)

* Bachelor of Commerce – 2006

(From University of Calicut, Kerala, India)

* Accountancy and Auditing – 2002

(State Board of Vocational Higher Secondary Examinations, Kerala)

* Additional Qualification : IATA/UFTTA Consulate Course – 2007  
  IT / Technical Exposure:

MS Office (Word, Excel &PowerPoint)

Smart Accounting (Tally, Peachtree, DacEasy & Wings)

Well versed in Internet and Email Communication.

**Personal:**

Age and Date of Birth : 32, 10-05-1985

Nationality : India

Languages Known : English, Hindi, Malayalam