

Wasil

Administration Officer/Manager

HR Officer/Manager

Public Relation Officer

**CURRICULUM VITAE**

*DOB: 18.05.1988*

*Marital Status: Married*

*E:* [*wasil.382387@2freemail.com*](mailto:wasil.382387@2freemail.com) *Nationality: Indian*

# PERSONAL SUMMARY

A results driven, self-motivated and resourceful Administration /Operation/Public Relation and Human Resource Officer/ Manager with a proven ability to develop and strengthen management teams in order to maximizes company profitability and efficiency.

# AREA OF EXPERTISE

Employee Relations, Staffing (Recruitment and employment), Employee engagement, Employee On boarding and Off boarding, Compensation and Benefits ,HR Policies and Procedures, Payroll, Labour Laws , Office Administration ,HR Administration ,Lease Administration ,Government Relation and Legal documentation ,Public Relation Management

# PROFESSINAL EXPERIENCE

* **HR and ADMINISTRATION MANAGER/PRO (Alwaab Plastics) Sep2016 - Present (Alwaab International Pipe LLC-U.A.E-Dubai,Abudhabi and Sharjah-SAIF ZONE)**

### Duties

* HR Administration and business planning
* Stock controlling and sales planning
* Developing budgets, Performing cost reduction research, Handling accounts receivable/payable
* Recruiting, interviews, employment, unemployment, exit interviews and final settlement etc.
* Employee performance, employee relations, employee engagement
* Processing payroll, Salary and Wages Planning , compensation and benefits packages , Wps Etc
* Proper handling of employee records and document , leave and attendance management
* Proper handling of employee grievances and complaints.
* Take care about end to end labour and visa related process(work permit ,labour contract, visa, insurance, medical, eid etc)
* Company setup in Sharjah,Dubai and abudhabi.(From beginning to end)
* Periodic renewal of trade licences,Ejari,contracts ,lease and other legal documents.
* Organize & proceed with Ministry of Labour, Immigration, Economic Dept, Municipality, Land dept, Dewa,Adwea, Customs Dept, Embassies, consulates, Court, Chamber of commerce Etc.
* Management of Office, Facilities ,Accommodation, Vehicle, Logistic ,warehouses Etc
* Communicate with suppliers and find out new suppliers with less prices
* Stock controlling and sales planning
* Coordinate with ISO,EQM ,Estidama,LEED ,GORD Etc for approvals and compliance letter
* Managing all kind of Contracts and Leasing, Renewal and termination of contracts, Document controlling
  + **HR OFFICER/ADMIN/OPERATION&PRO (Zone Restaurant Group)Feb 2015 – Sep2016**

## Zone Lounge Restaurant L.L.C. (Mediterranean Cuisine)

* **Masala House Restaurant L.L.C. (Indian Cuisine*)***
* **Olive Gourmet Restaurant L.L.C.(Lebanese &Middle Eastern)**
* **La yo Mal Restaurant and Café L.L.C(Lebanese &Middle Eastern)**

### Duties

* Processing payroll, Salary and Wages Planning , compensation and benefits packages , Wps

Final settilment Etc

* Recruits, interviews, tests, and selects employees to fill vacant positions. SWOT Analysis and

Performance Management

* Responds to inquiries regarding policies, procedures, and programs..
* Employee leave and attendance management.
* Proper handling of employee grievances and complaints
* Investigates accidents and prepares reports for insurance carrier..Prepares budget of human

resources operations.

* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Communicate suppliers and find out new suppliers with less prices
* Act as the central point of contact for telephone, email and postal enquiries.
* Organize periodic renewal of Trade Licenses, Ejari, Tenancy Etc.
* Vehicle Renewal, Post office renewal ,Staff Accommodation Etc
* Submission of correct documentation to the Ministry Of Labor and Immigration for visa
* applications
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
* Take, submit & collect all necessary documentation in Municipality, Land dept ,Economic department,Dewa ,Post office, Court, Chamber of Commerce Etc .
* Managing all kind of Contracts and Leasing, Renewal and termination of contracts, Document controlling

**HR ASST/ ADMINISTRATION OFFICER**/ **ADMISSION OFFICER (2008-2015)**

**(Same entrepreneur )**

* + **Stay Bridge Properties & Developments Pvt.Ltd -HR Asst (2013 june to 2015 feb)**

## Laurie Architectural Developer- Part Time-Administration Officer (2011june- 2014april)

* + **Educare Educational Consultancy –Admission Officer (2008june-2011may)**

***Duties***

* + Assist with day to day operations of the HR functions and duties
  + Provide clerical and administrative support to Human Resources executives.
  + Compile and update employee records (hard and soft copies)
  + Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
  + Coordinate HR projects (meetings, training, surveys etc) and take minutes
  + Deal with employee requests regarding human resources issues, rules, and regulations
  + Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
  + Properly handle complaints and grievance procedures and conduct initial orientation to newly hired employees
* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Analyze the applications of prospective students based on standard admission policies.
* Interview students to understand their objectives and background.
* Provide clarifications to student’s queries in a professional manner.
* Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.
* Advice students about the programs offered, admission procedure, eligibility and costs involved.
* Provide assistance with recruitment activities, student interviews, admission publications, and information sessions.
* Review all the students’ applications and refer the students to financial services personnel
* Inform students about the courses offered and the tuition fees.
* Arrange orientation programs, educational workshops and graduation programs for students.
* Provide support to prepare admission related presentations and to host student receptions.

## ACADEMIC QUALIFICATIONS

* **MBA Passed with 61% (HRM & Marketing) from bharathiyar University(2013)**
* **BCA Passed with 69% from Periyar University(2011)**
* **Plus two passed with 72% from HSE** ,Kerala.(2006)

## S.S.L.C passed with 79.5% From Govt. of Kerala.(2004) ACADEMIC PROJECTS

* + **MAIN PROJECT: “A STUDY ON THE EMPLOYER-EMPLOYEE RELATIONSHIP “ From” Modern Pharmaceuticals Industries” Tirur-Kerala (2013 jan-mar)**
  + **SEMINAR:”STUDY ABOUT INDIAN EDUCATIONAL SYSTEM”**

## From “Hindustan College of Arts and Science “Coimbatore (2012 nov)

**PERSONAL SKILLS**

Problem solving, innovative ideas, commercial acumen, Inspiring innovation,Leadership Skills,

Accountable, Proactive, Good judgment, Etc

**HOBBIES**

Trucking, Driving, Reading, Playing chess, Listening music Etc

**LANGUAGES**

Arabic-partial ,English – fluent ,Hindi –fluent ,Tamil-fluent ,Malayalam-native