**KRISHNA**



E-mail : Krishna.383800@2freemail.com

**HUMAN RESOURCE- Executive/Administrator/Officer/Recruiter/Coordinator**

***MBA-Human Resource Management, CHRP, CHRM.***

***ITI-Electronics***

***UAE Driving License***

**Skills**

* Ambitious and Hardworking
* Employee Relations
* Screening
* Onboarding
* Scheduling
* Human Resource Information Software.
* Ability to take crucial decisions/good decision maker
* Adaptability - capable of adapting to new environment and grasp work quickly.
* Impartial and Objective
* Motivating and team Player
* Conflict Management
* Willing to work under Pressure

**OBJECTIVE**

I am a master’s in human resources (KHDA approved) and also technically qualified with 9+ years of impressive track record in spearheading strategic human resource planning to provide the organization with the best people talent available and to position the organization as the employer of choice by being aware of policies, practices and trends within the industry at same time to succeed and venture into the wide horizons of the technology world, perform to my fullest potential and capability, contributing to the growth of the organization and eventually be an asset to the organization

**PROFESSIONAL EXPERIENCE**

* Working as **HR Recruiter cum Coordinator at Zener Fire and Security** , Jebel Ali, Freezone since 2013 February.
* Worked as **Site Admin cum Document Controller at Al Naboodah Contracting** **LLC Dubai** from 2008 November to 2013 January**.**
* Worked as **Technical Clerk cum Operator at Kerala State Electricity Board** from 2005 to 2008 October**.**
* Worked as **an Administrator at Sree Gurudeva Central School** from 2003 to 2005 March

**EDUCATION**

* **MBA in Human Resource Management**
* **Certified CHRP & CHRM fellow from ACI, USA**
* **ITI Electronics Mechanic**

**CERTIFICATIONS**

* **Auto CAD**
* **MS Office**

**DUTIES AND RESPONSIBILTIES HANDLED as HR RECRUITER CUM COORDINATOR**

* Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, employee referrals and also through Overseas recruiting agents.
* Prepare & maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions.
* Develop or implement recruiting strategies to meet current or anticipated staffing needs.
* Review employment applications and job orders to match applicants with job requirement
* Interview job applicants to obtain information on work history, training, education, or job skills.
* Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
* Preparation of Offer letter and coordinating for the joining of the employee.



**Curriculum Activities:**

* Seminars
* Sports Competitions
* Technical Fests
* Trainings

**Languages Known**

* English
* Hindi
* Malayalam
* Tamil

**PERSOAL INFORMATION**

Sex : Male

Nationality : Indian

Marital status : Married

Date of birth : 30thJune,1979

* Hire employees and process hiring-related paperwork
* Analyze employment-related data and prepare required reports.
* Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
* Schedule or conduct new employee orientations.
* Maintains the work structure by updating job requirements and job descriptions for all positions
* Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
* Coordinating with Project Managers for the mobilization of new employees and demobilization of employees as per project requirements.
* Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns, Disciplinary and corrective actions as per Labor Law.
* Processing the annual leave applications, checking medical certificate & maintaining and updating the employee files.
* Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors
* Coordinating with PRO for medical insurance of employees, visa stamping, renewing, cancellation and NOC’s procedures.

**DUTIES AND RESPONSIBILTIES HANDLED as SITE ADMIN CUM DOCUMENT CONTROLLER**

* + Ensuring proper stock of office supplies.
	+ Arranging the transportation facilities of Site staff
	+ Arranging accommodation of site staff by coordinating with head office and camp Boss
	+ Materials arrangement using Petty cash
	+ Maintaining all the day today activities of site staff
* Coordinating with Head Office for medical insurance of employees, visa stamping, Renewing cancellation procedures and leave process of site staff
	+ Using of **Aconex** software in documentation Process.
	+ Maintaining various records & registers.
	+ Preparing invoices, Organize Meetings.
	+ Maintaining all the records & registers related to prequalification, tendering, transmittal, Construction drawings, shop drawings, material submittal, method statement, RFI, RFC, CVI & NCN.
	+ Preparing weekly & monthly progress Report
	+ Handling E-mails correspondence
	+ Assisting project Manager, Project coordinator, QS & QA/QC team
	+ Maintaining documents as per QMS requirements for ISO certification.

**DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and can be substantiated with relevant document if required.

**Date:-**

**Dubai** **KRISHNA**