**Roy Abraham **

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**Objective**

Having a total 23 years working experience in U.A.E with a proven track record in Human Resources Management & Financial Accounts looking for a rewarding position for the utilization of my knowledge, skills & experience, for a mutual beneficial association.

**Professional Summary**

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| **Company Name** |  Ansaldo Energia s.p.a Abu Dhabi .UAE |
| **Description** |  A Multinational Company engaged in the field of turnkey construction and maintenance of Power  Projects around the world |
| **Period** |  01/08/1997 to 30/04/2015 – 18 years |
| **Position** |  Senior HR Officer  |
| **Reporting Authority** | Human Resources Worldwide Manager |
| **Responsibilities** | * Responsible of the day to day function of the department.
* Handling manpower around the world with profiles ranging from technicians to the mangers
* Mobilization and demobilization of manpower to the various sites around the world
* Coordination with project managers for the timely completion
* Deployment of manpower from site to site
* Liaison between employee and the management
* Recruitment’s of staffs and finalization of their contracts
* Maintaining personnel records, Leave, Travel arrangements, Visa etc.
* Preparing and controlling payroll and the final settlement of all local and international contracts from various nationalities
* Control of man-hours in accordance with the work in progress
* Preparation of management reports
* Development & Implementation of HR policies and procedures.
* Taking care of all internal correspondence and external correspondence
* Interacting with workforce to maintain their welfare bound to the company policies
* Periodic performance evaluation programs
* Organizing in-house and external training programs
* Coordinating with HR worldwide Manager with employee issues and other various matters
* Preparation of books of accounts
* Preparation of budget
* Liaison with bank & insurance
* Control of Cash flow
* Coordination with PRO
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| --- | --- |
| **Company Name** |  Ansaldo Energia s.p.a Abu Dhabi .UAE |
| **Description** | A Multinational Company engaged in the field of turnkey construction and maintenance of  Power  Projects around the world |
| **Position** |  Accounts & Administration Officer |
| **Period** |  01/08/1994 to 30/07/1997 3 years |
| **Reporting Authority** | Site Manager & Finance and Administration Manager |
| Description | * Co-ordination with other various departments for issues related to employees
* Co-ordination with manpower supply companies
* Control of Cash flow
* Preparation of books of accounts
* Finalization of financial accounts
* Verification and certification of all contractual invoices
* Preparation of budget
* Recruitment’s of staffs and finalization of their contracts through Head office
* Controlling personnel records, Leave, Travel arrangements, Visa etc.
* Preparing and controlling payroll and the final settlement of all local and international contracts (Nearly 1000 employees from various nationalities)
* Distribution of salaries
* Control of man-hours in accordance with the work in
* Handling employees issues Preparation of management reports.
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| **Company Name** |  Damac Al Otaiba Abu Dhabi. UAE |
| **Description** |  Leading Catering Company |
| **Position** |  Accountant |
| **Period** |  March 1993 to July 1994 1 year |
| **Reporting Authority** | Chief Accountant |
| **Description** | * Completely responsible for the preparation of payroll of more than 500 employees.
* Controlling & finalization of accounts
* Monitoring daily input of data for preparation of books of accounts and responsible for maintain cash book and daily disbursement of cash.
* Liaison with bank
* Preparation of all accounts related reports
* Stock verification
* Dealing with suppliers and credit control. Etc,
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| **Company Name** |  Dubai Marketing Co. Dubai, UAE |
| **Description** |  Leading Printing & Publishing company |
| **Position** |  Accounts Assistant |
| **Period** |  December 1992 to March 1993 – 4 months |
| **Reporting Authority** | Chief Accountant |
| **Description** | * Writing Cash book, Ledger of business concerns
* Preparation of Annual P & L A/C and balance sheet of concerns
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| **Company Name** |  Sasi Vijayan & Rajan - Chartered Accountants. Kerala, India |
| **Description** |  Audit Firm |
| **Position** |  Audit Assistant |
| **Period** |  December 1991 to December 1992 – 1 year |
| **Reporting Authority** | Manager |
| **Description** | * Writing Cash book, Ledger of business concerns, Audit of Bank Industries
* Preparation of Annual P & L A/C and balance sheet of concerns
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***Personal Details***

Nationality : Indian

Date of Birth : 12.05.1969

Marital Status : Married with 3 children

Religion : Christian

Languages Known : English, Hindi, Malayalam

### Qualification

* B.Com Degree : Kerala University
* M.Com (Course Completed) : Kerala University

### Computer Knowledge

Well versed in MS-Word, MS-Excel, MS-Windows, MS-Access, MS-Outlook, etc

### Strengths

Fast learner, creative, result oriented, honest & hard worker