**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 |

***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