**Nagaraj**

[**Nagaraj-391288@2freemail.com**](mailto:Nagaraj-391288@2freemail.com)

HR Admin Officer

Highly motivated HR Management graduate seeking a HR Generalist/HR Officer/Admin PRO Position I can use my knowledge and experience in Human Resources to carry out various responsibilities in functional areas such as recruitment policy implementation and employee relations.

Forward thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resource department.



**Emirates services LLC – DUBAI**

**(HR GENERALIST)**

**HR Admin /Recruitment Executive/PRO Nov 2018 to present**

Responsible for Branch operations and development activities to ensure highest standards.

* Organizing and maintain personnel records
* Pre and post recruitment and selection activities.
* Updating internal HR data base, preparing HR documents like employment contracts and new hire guides.
* Coordinate with management team in regards to business developments.
* Conduct new employees’ orientations.
* Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
* Employee relations and employee welfare.
* Support team in new initiative and HR Projects.
* PRO job responsibility, new visa process, Medical and Emirates ID process.

Insurance process Trade license Renewal, Ejari for employee’s family visa Process.

* Ensure the day to day updates of the following records.
* Visa stamping on Passport.
* Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve overall objectives of this position.

**InitialSaudiGroup- Dammam (KSA)**

**Manpower Resource Manager Oct2014to2018 August (3 Years 10months)**

Responsible for working alongside Operational Managers to ensure all HR activities are too carried out to the highest standard.

**Duties:**

* Dailymanpowerreportandanalysis.
* Handling day to day Administrative activities in coordination with internal/external departments for smooth business operations.
* Lead the new joiners on boarding and induction orientation process.
* To ensure that all internal and external training requests are organized on time.
* Visiting site and camps.
* Preparing organizational charts.
* Preparing confirmation/terminations/resignations/acceptance/warning letters, service certificates.
* Design the recruitment strategy and manpower planning in line with group’s strategic objectives.
* Develop and up-dates HR policies and procedures.
* Build recruitment channels and maintain relationships networking and marketing strategy that portrays the group image. Employee personal files maintenance.
* Employee benefit Administration, process annual leave applications and coordinate with payroll for leave salary.
* Transportation arrangements for new arriving candidates and camp arrangements for them.
* Handle travel arrangements for staff who is working in the projects.
* FullCoordinationbetweenOperationand MRMrelatedtoHumanResources.
* Deploymentplanas perclientrequirement.Processstaffvacationbeforetheirvacationscheduleandhavespecific datesthatpayrollwillacceptsettlements,accordinglyoperationsDept.
* MaintaintheTraininganddevelopmentDepartmentwhenevernewemployees came.
* Ajeerissuingmaintainingthedatabasefor renewalandPassportsMaintain, Healthcards,andBaladiyacardsprocessing.
* Weeklyconductingthestaffmeetingsandsolutionsfor anyproblemsregarding qualityservice.
* Motivationandbriefingtothenewarrivedstaffbeforegoingtoproject.
* Newarrivedmedicalprocess.And Issuingtheiqamas and renewals.
* Responsibilities for all HRrelatedissuesandperformanceappraisal.
* Runawaydeclarationfor thosearenotseenin thecamp.
* SWOTanalysisandsnapshot.
* Monthlyvisitingtheclientsregardingtheirqualitycontrolkeepmaintaining goodrelationships.
* Vacationprocessfor staffeverymonthas pertheirscheduleandFinalExit
* Process.Grievance Handling -Exit Interview and Final Settlement.
* Monthly COO, & CEO report submitting about Manpower surplus, requirements etc.
* Managing matters related to disciplinary offenses, poor performance and employment termination in adherence to KSA Labor Law.

**SahasraGroupofInstitutions - India**

**HR Admin Manager**

**May 2010toSept2014 [4YRS 4 Months]**

**Duties:**

* In charge of all recruitment, selection and induction activity for both permanent and temporary staff.
* Implementing talent acquisition strategies.
* Managing a team of over 150 staff.
* To conduct Personality Development and Standard Operating Procedure training classes to improve capability and efficiency of the employees at work.
* Acquired valuable generalist experience in staffing, performance management, program coordination and workforce development.
* Prepare reports related to various administration activities as well as any other reports that are requested; provide recommendations with regard to process improvements and forward them to the Management.
* Producing documents, briefing papers, reports and presentations. Experience of managing a team of up to 10 staff members.
* Organizing and maintaining diaries and making appointments.
* Staff administration including holiday and sickness tracking.

**RD JUNIOUR COLLEGE – India**

**HR Assistant**

**April 2007 to 2010 March [3 years]**

* Responsible for recording all employee information such as personal data, attendance, benefits, compensation, tax data and, holidays. Always displaying the utmost discretion when dealing with any sensitive or personal issues.
* Assist the principal in leading and managing the college.
* Undertake such duties as are delegated by the principal.
* Leading and managing staff and resources to that monitoring progress towards their achievements.
* Securing a high quality education for all its students and enables them to achieve their full potential in terms of academic, spiritual, moral, social emotional and cultural developments.
* To engage in effective communication relationship building and teamwork with all staff.
* To participate in all aspects of the colleges performance management systems including professional developments and appraisal.
* To effectively manage the delegated areas of responsibility, including management of personnel, financial and asset resources.
* To provide professional leadership and operational support to the allocated learning and specialist areas.
* To provide leadership and management knowledge and skills wherever necessary.



* **Master of Human Resource Management**Jun2006
* **PGDBM**in BusinessManagement Aug2005
* **B.Com** Jun2001



* MS OFFICE (Word, Excel & Power-point)

MS-OutlookExpress,MasterlevelInternetskills.

* Goodanalyticalabilityandleadershipquality.
* Outstandingnegotiationskills.
* Multitaskabilityin anykindof environment and Goodteamplayer.
* Sincereandcommittedtoberesponsible hardworkisalwayspromised.

**Personal Details:**

**Date of birth:**03/05/1979

**Gender:**Male

**Nationality:**Indian

**Marital status:** Married

**Languages: ENGLISH, HINDI, ARABIC, TELUGU**

**DrivingLicense:VALID GCC LICENCE (Applied For Dubai License)**

**VISA STATUS: Employment**