## C:\Users\Sukesh\Downloads\Untitled-1.jpgSUKESH

**sukesh-392885@2freemail.com**

**PROFILE SUMMERY**

Gulf experienced seasoned professional with 8+ years of record in diversified and fast-paced work environments. Holds rich HR & Administration expertise with multi-role exposure within the Administration and client relations. Demonstrated expertise in performing well under work pressure, coordinating with multicultural personnel including U.S. clients. Self motivated and result oriented team leader with excellent communication, leadership, problem solving, decision making, time management and interpersonal skills

**Skills Expertise:**

* **HR Administration**
* **Employee engagement**
* **Labor law**
* **Payroll Management**
* **Ad hoc monitoring of all Visa related documents**

**QUALIFICATION**

* **Master in Business Administration (MBA) - Human Resource Management.**
* **Bachelor Degree in Physics**

**Career History**

**POPULAR MEGA MOTORS (INDIA) PVT. LTD, INDIA (Aug 2018 -- May 2019)**

**HR & ADMIN Asst. Manager**

**TROJAN General Contracting L.L.C- Abu Dhabi, UAE (Jan 2014 -- May 2018)**

**HR & Administrative Asst. Officer**

**ESAF Microfinance and Investment Pvt. Ltd.**, **Kerala, INDIA (Apr 2012 -- Mar 2013)**

**Branch Manager**

**DynCorp International, Camp-Wilson, AFGANISTAN (Mar 2011 -- Feb 2012)**

**Administrative Associate**

**Combat Support Associates (CSA), Camp- Arifjan, KUWAIT (Sep 2008 -- Feb 2011)**

**Senior Administrative Associate**

***Roles & Responsibilities:***

* Making Recruited Employee data from manpower agencies and segregating the employee details
* Send Requisition for staffs, to accept joining and issue reliving order, Verification of Registers, Evaluate efficiency of staffs. To facilitate the training programs for the new members
* Updating all employee details registering in ERP software of BUILDSMART
* All payroll activities updated and generated in end of the month in Payroll time
* Administrative Activities - Monitoring of leave and ticket entitlement of each employees, controls of passport movement follow up with the PRO for visa related work
* Updating of personal files and database of employees record, maintain documents, appraise staff performance,
* Interaction with employees and handling employees grievances in coordination with the head of HR, preparation of leave settlements, arranging to leave travel
* Monitoring validity of passport, visa renewals, labor card renewals, emirates ID card, maintain database for health insurance cards and arranging their renewal.
* Job offer letter and joining formalities and prepare final settlement of resigned and terminated employees

***Essential Duties & Responsibilities:***

* Send Requisition for staffs, to accept joining and issue reliving order, Verification of Registers, Evaluate efficiency of staffs.
* To facilitate the training programs for the new members
* To provide field training to field staff.
* Group Management and Visits - Collect list of group members from ABM, Give passbook, code number of groups, make visits to Group, Cross check released amount to bank, ensure promptness of daily transaction, and identify irregularities.
* Administrative Activities - Make request for purchase, opening bank account, take action if rules are violated, give opinion on show case notice, warning, regularization of work, increment etc., maintain documents, appraise staff performance, ascertain incentives for entire staff, extend assistance to branch internal audit, custodian of assets in the branch.
* Office Expenditure and Accounts - Update general ledger daily, ensure filling up of collection sheet, consolidated statement of daily realizable and released amount, cross check cash book daily, maintain register report.
* MIS Report - Prepare monthly income expenditure report, send monthly bank statement and report on default loans to Head Office, verify Payroll, Prepare case studies, utilization report, work plan etc., send consolidated monthly report.
* Approval - Sanction bills of purchasing, approvals of leaves, IGL and GL, approve payslip, rent, telephone bill etc., recommend the regularization of probationary staff.

***Roles & Responsibilities:***

* MIS Report - Prepare & Verify Payroll, utilization report, work plan etc., send consolidated monthly report
* Preparation of logistics plans to support all relevant operations within the program.
* Establish and maintain project offices sufficient to support their needs and in full compliance with security and other regulations.
* Coordination of stores handling staff and office support staff members as required
* Assistance in provision of logistics support to other staff by arranging land including arrangement for daily/weekly missions
* Maintenance of equipments inventory, Management of program and transport requirements, assign duties to drivers ensuring timely services, issuing recording log-books and maintenance and repair/recovery of vehicles.
* Preparing Daily Accountability, Weekly and Monthly Reports.
* Related training as per job for newly selected candidate.
* Shooting mail or call to a concern POC for various Transportation Movement Request.
* Enter data correctly into specified computer applications with accuracy.
* Planned and implemented Leave Approvals of Staff & Work Force.
* To controlling and co-coordinating all employees as per Supervisor instruction.
* Maintained record of absenteeism and tardiness of employees as well as balance leave at the end of each month.
* Established and maintained HR related employee files reflecting salary increase, deductions, leave, salary benefits and payroll exceptions while exercising high level of confidentiality.

***Roles & Responsibilities:***

* Prepares reports and correspondence; maintains project files according to company policy.
* Answers telephone for all incoming and interoffice calls in a courteous and professional manner.
* Gathers special report materials, forms and summaries at the request of Management.
* Schedules appointments, requisitions supplies and completes routine office reports.
* Process incoming and outgoing mail.
* Verifies timesheet accuracy; prepares vacation schedules and vacation timesheets.
* Maintains employee’s roster for the department or section.
* Preparing Daily Status Report and also Daily, Weekly and Monthly TRC Activity Report.
* Preparation of MIS Report
* Documentation support to resolve each and every issue

**IT SKILLS**

* Knowledge of MS Office(Word, Excel, Power point and Outlook)
* Data Processing and Console Operation (DPCO)
* ERP (BUILDSMART)

Linguistic Skills **:** English, Hindi and Malayalam

Personal Skills : Administration, Management, Communication, Leadership

PERSONAL DETAILS

UAE Driving License : Light Vehicle valid until 07/07/2025

Visa Status : Visit visa up to 10th October 2019

Nationality : Indian

Date of Birth : 19 July 1984