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| |  | | --- | |  |   **Skills**   * Employee Grievance * Employee conflicts * Negotiations * Budgeting * Fleet Operations * Cross functional meetings * Transmitting files * Schedule management * Inventory control * Customer Service * Time management * Weekly report on work.     **Education**  2005  Government Degree College | India  Bachelor of Science: Commerce  2002  Government Junior College | India  Secondary Education Exam  Intermediate Vocational Computer Science.    **Certifications**  Fire Safety training from Civil Defence Authority  ISO 9001, 14001 & Ohsas 18001  Customer Service  Leadership Skills  Managerial Skills  **ACCOMPLISHMENTS**     * Obtained UAE Driving License * Eleven (11) years of experience in the field of HR/ Admin, Logistics Operations. * Supervision Supervised team of Admin key staff members of Accommodations, Security Operations & In house Maintenance Jobs. * Creative Problem Solving: Resolving Employee issue on spot, as per nature of request. * Computer Proficiency Used Microsoft Excel to develop inventory tracking spreadsheets.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ADDITIONAL INFORMATION**   * HR Processes, Office Operations & Procedures, Budgeting process, Document Controlling. * SLA: Cross functional meetings on weekly basis to resolve departmental issues. | |  | | --- | | NASRULLAH  [**Nasrullah-392969@2freemail.com**](mailto:Nasrullah-392969@2freemail.com)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Professional summary**  Self-motivated Office Manager with proven track record of recruiting, training and overseeing administrative teams and personnel. Bringing proficiency in HR, Admin Operations and CRM or office management systems operations.  **Work history**  03/2018 - 01/2019  Empire Group Restaurant Management | Abu Dhabi, United Arab Emirates  Administration Manager  ****HR Reporting and Administration****  Manage the transnational elements of HR including HR reporting, contracts,  Employee management, conflict handling.   Maintaining Employee database etc.   Handling of Manpower over 650 employees for deployment & outsource  Responsible for HR data analysis such as staff turnover rate, attendance rate so as to manage the team in an effective way   Inspection of Labour accommodations once in every month   Supervision of Fleet operations with driver scheduling part & vehicle maintenance.   Arrangement of employee transportation & Accommodation maintenance.  Maintain good relations with supplier & inspection of product on deliver.  ****Recruitment and Selection****  Attract, retain and motivate staff. Manage the recruitment process and ensure  Candidates fit the role and company culture.   Advertise vacancies, assess applications, interview applicants.  Coordinate and Manage the orientation of new employees, process probationary reviews,  Employee evaluations and terminations.  Analyse the skills and qualities required for each particular job and develop job descriptions.  ****Compensation and Benefits****   Design and implement compensation structures and variable pay plans.  Align internal equity with market data, and formulate compensation packages to Staff.  Review the salary/grade structure by bench-marking, ensure competitive Compensation strategy  ****Learning and Development****  Work in partnership with line managers; to identify individual development needs and source external training provision as and when required, monitoring training costs against budget. Administer the evaluation of all learning and development activities.  Make recommendations on a cost-effective management development programme to support the Board's people management strategies.  07/2010 - 03/2017  Nehmeh Corporation. | Doha, Qatar  Senior Admin Officer  ****Recruitment:****  Screening resumes, as per requirement.  Conducting telephonic interviews to the candidates.  Short listing candidates based on background, qualification then issuing offer letter with HOD's approval.  Arranging the orientation training with brief along with safety procedures for the new arrivals.  Maintaining Employee database &Telephone/email communications.  Briefing the companies SOP, SLA& Escalation Matrix.  ****Admin tasks****  Booking Hotels & flights for the interview candidates & External/internal employees in Group.  Preparing  payroll for the employees including new joiners, EOS & locally  hired employees  Supervise accurate and efficient Reception operations including check in/out procedures, handling Guest requests and enquires to ensure a positive outcome  Carry out shift handovers and brief team members as required  Preparing MOM once conference is done then email to concerned colleagues.  Preparing consolidated/financial reports & filing system as per oracle standards.  Assisting to PRO for the finger print & medical of employees  ****In-house maintenance jobs****  Monitoring: In house maintenance jobs like: Electrical, plumbing pipe fitting & carpentry etc.  Preparing budget for the required maintenance job.  Compile accurate and concise reports of work performed  Relieves the Facilities Maintenance Manager in his vacation/absence  Provides a safe and secure workplace, resolving the issues.  Make sure all the facilities are operational and contact the suppliers for any repairing  Handle and control the team member's movements and shifting inside the accommodation  ****Accommodations:****  Solving all employee related issues, preparing new arrival setup, camp  Maintain the cleanliness of the public areas, Hallways, corridors  Dealing with suppliers for sewage water removals & garbage removal contractors.  Reports incidents in the accommodation and inform the Director of Human Resources.  ****Fleet operations:****  Handling 35 drivers of different nationalities with better communication.  Fleet operation of Drivers schedules & vehicle maintenance  Assists in the collection and analysis of information for planning, coordinating.  Scheduling of fleet operations such as on customer's  delivery, Home deliveries etc.  Monthly kilometre reports, with tracking system called GPS.  04/2006 - 11/2009  LA Group | Dubai, United Arab Emirates  Admin Assistant    ****Administration Tasks:****  Basic Payroll for staff/workers (status change, attendance, hold advice, new joiners)  Worked on the exit policy, leave policy, recruitment process, Travel policy etc.  Produce all documents related to employment visa and visit visa of employee.  Furnishing & Updating monthly & weekly reports (Leave, head count, med claim coverage &  Maintaining Database of all the employees  Deploying manpower to different sites, as per the requirements.  Used to solve the queries of workers like Accommodations, site transfer their attendance with medical leave  Disbursal of all the workers' salaries in the labor camps on monthly basis  ****Operations Tasks**** :  Preparing Transportation schedules (for all the site and head office)  Accountable for effective & strictly preventive maintenance for vehicles service.  Accountable for scheduling vehicle on accident insurance repair & its related documents  Immediately arrangements for breakdown vehicle  Able to handle all the documentary of transportation related works (Renewal of vehicle registration card, vehicle insurance card, vehicle salik etc.)  Assigning daily jobs to all the drivers & keeping track on them.  Maintaining budget of company vehicles like Petrol expenses, insurance, penalties on salik, accident of vehicle etc.  Used to maintain separate “Petty cash” for Logistics department | |

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