**Kevin**

Document Controller

|  Kevin-393510@2freemail.com



An individual who communicates & collaborates effectively with all levels of personnel by relying on excellent interpersonal skills, outstanding customer service & a solid expertise in human resource management.

**WORK EXPERIENCE**

**SEPTEMBER 2017 - CURRENT**

**JUNE 2013 - AUGUST 2017**

**Document Controller/Administrative Assistant**

 Filing & Scanning of all employee related information in the Physical Folders.

 Ensuring that the Electronic folders for all employees are up to date with regards to scanned copies of documents.

 Preparation of Salary Certificates in English.

 Booking flight tickets for the instructors. (Joining Tickets for the faculty who are joining us from abroad, annual leave flight tickets, repatriation tickets for terminated instructors.)

 Preparation of the Purchase Orders based on the Invoices received from travel agencies & other companies.

 Keeping a track of the Invoices received & ensuring that they are sent for approval.

 Preparing the Experience Letters for all employees who have resigned or been terminated.

 Conducting the Joining Arrangements for new Employees who join us.

 Sending Leaver Emails for terminated or resigned employees to IT Department to ensure that their access to the system is removed.

 Responsible for preparing the Excess Baggage Reimbursement cheques for the instructors who have newly joined us(less than 6 months in company) - The maximum reimbursement amount is KD 250/-.

 Preparation of Education Allowance Reimbursement Cheques for Instructors who are PHD holders.(Maximum amount of KD 4000/-)

**HR Assistant**

 Responsible for hiring employees for the Sales & Marketing Departments of the Organisation.

 Communicating the duties, compensation, benefits & working conditions to all potential candidates.

 Contacting the candidates who are shortlisted to inform them of their application status.

 Conducting 50+ interviews each year.

 Processing leaves- Annual/Emergency/Short Notice & Sick Leaves.

 Updating the ISO Process Manual for the various departments.

 Providing support to AlMulla Group HR in all visa related issues(for NOC & Local Candidates).

 Responding to employee queries & grievances.

 Processing employment requests from various departments.

 Processing disciplinary action against staff as initiated by concerned managers.  Processing resignation/termination as communicated by the concerned line managers.

**MANIPAL UNIVERSITY DUBAI CAMPUS**



**SEPTEMBER 2009 - SEPTEMBER 2012**

**ACCOMPLISHMENTS**

**Bachelors in Business Administration (BBA)**

Manipal University Dubai Campus

Graduated with a GPA of 3.08 & CGPA of 2.81.

 Received Employee of the Month Award from the Company for outstanding work.

(August 2016).

 Completed AML Certification Course conducted by Ernst & Young Company.

 Received Internal AML Certificate for completion of AML Program.

**HIGHLIGHTS**

**PERSONAL INFORMATION**

 Interviewing

 Hiring recommendations for shortlisted candidates

 Proficient communicator

 Recruiting & Selection techniques

 Ability to multi-task & prioritize responsibilities.

 Strong communication & interpersonal skills

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| Place of Birth | : Mumbai, India |
| Date of Birth | : 30th January, 1992 |
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**REFERENCES** Available on Request

**DECLARATION** I hereby declare that the above information is correct & true to the best of my

knowledge.