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**Julia**

E-mail: julia.143069@2freemail.com

**Objectives**

To obtain a responsible and challenging position where my work experience will have a valuable application and a job that challenges me as well as to make an effective contribution through a combination of skills, hard work and dedication

**Work Experience**

Currently working with **Enkay Express LLC (Br. Of Al Rai Logistica UAE LLC**) as an **Senior HRD Payroll** **Coordinator and Supervising the Admin. Dept** since **February 2005.**

**Reporting to HR & Admin Manager Kuwait.**

**Role Purpose and Objective**

Handling full responsibility of Salary Payroll System inclusive of other HRD and Administration activities.

Knowledge of UAE Dubai & Jafza Labour Law.

**Essential Duties & Responsibilities:**

1. Planning, Organizing and controlling all aspects of the payroll function in a professional manner for 100 employees.
2. Processing salaries with (WPS) wage protection system file to bank.
3. Preparing leave salary/ bank transfer letters etc.
4. End of service entitlement paid to the employees as per the ministry of Dubai labor law & Jafza Labor law.
5. Daily updating the employee attendance record, annual and sick leave record.
6. New employee joining formalities file opening, job offer letters, employment contract etc.
7. Preparing monthly meeting reports to HR & Admin Manger for review.
8. Employee data entries on E-freight suit package
9. Preparing Organization Structure and job description for corporate and department wise with staff photographs.
10. Recruitment forecast manpower planning department wise.
11. Recruitment done for staff by word of mouth and top management head done by recruitment
12. Company internal policies/ penalties approved by ministry of labour
13. Handling Medical insurance for 100 employees through Metlife Alico: handling addition/ deletions/ renewals/ premium billings statement payments, claims etc.
14. Expenses budget yearly
15. Preparing circulars, letters for promotion, transfers, increment, termination ect.
16. Responds verbally or in writing to inquiries, complains or problems and makes necessary adjustments of a non-routine nature.
17. Coordinates and interacts with finance department on specialized issues pertaining to employee compensation and deductions.

 **Secretary** **to General Manager (August 2002 to 2004**)

ADM Enterprises LLC : Reporting to Managing Director and General Manager

**Personal Department (March 1997 to Feb 2002**)

Hotel Paradise Village Calangute Goa : Reporting to General Manager

**Personal Department (August 1995 to Feb 1997)**

Hotel Goan Heritage Calangute : Reporting to General Manager

**Education**

Dubai Ministry Approved Certified **Human Resources Professional** from Phoenix Educational Institute Dubai -2010.

**Diploma in Computer Applications** course from Libra Institute India Goa -1995

Subjected covered: Ms. Office, Internet, email, Power point

**Higher Secondary College in Arts from St. Xavier College India Goa - 1994**

Second class with 60% marks in October 1994 from the Goa board

**Personal Details:**

Date of Birth : 5th October 1975

Languages known : English, Hindi, Konkani

Interests : Travelling, Surfing the net, listening to music, driving

**Julia**