**Curriculum vitae**

**AZAD**

[**AZAD.164198@2freemail.com**](mailto:AZAD.164198@2freemail.com)

**POST APPLIED FOR:**

**OBJECTIVE**

* To seek and establish a professional career with an organization of repute, by contributing my talent for its growth & competitiveness.

**COMPUTER SKILLS**

* Microsoft Office
* D.T.P & Graphic Designing

**EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

* Masters of Business Administration, Sikkim Manipal University, 2009
* Bachelor of Science -Information Technology, Sikkim Manipal University, 2007
* Diploma in Computer Application and Multilingual Desk Top Publishing (D.T.P), 2003

**LANGUAGE PROFICIENCY**

English, Hindi, Urdu

**WORK EXPERIENCE**

* Accumulative 10 years’ jobs experience in Maintenance & construction projects of Power Plants, Refineries.

**EXPERIENCE DETAIL**

**HYUNDAI HEAVY INDUSTRIES CO. LTD.**

Client: Saudi Electricity Company (SECO) **June 2014 to Dec. 2016**

* Project: Jeddah South Thermal Power Plant (JSTPP).

Designation: **Admin Officer**

**Role and Responsibilities:**

* Coordination with the Client Company and Representatives.
* Reporting to the Project Manager for site related issues and supervising all staff.
* Ensure the Documentation and presentation process as per ISO certification.
* Look after the Vehicle arrangement from site to accommodation also at the time of any emergency at site or camp.
* Provide appropriate medical facility as per company rules and ensure health card to be updated.
* Looking after accommodation of all site employee.
* Arrangement of drinking water and sewage water tanker at site.
* Arrangement of lunch packets at site also ensure that the mess hall is in neat & tidy condition.
* Look after the legal matters of company with the help of local PRO and Head office.
* Preparation of Budget for site and office.
* Issuance of all administration related circulars/ memoranda such as staff announcements and new policies internally and externally if required in consultation with the HR Manager.
* Ensure that employee personal files are maintained and fully legal and ensure they are kept secure and confidential.
* Lead the annual appraisal procedures with the assistance of the Project Manager.
* Lead monthly staff meetings to open channels of communication and encourage action and teamwork and resolve any possible conflicts or issues that arise in operations. Ensure minutes are release to attendees and management.
* **Induction and On-boarding:**
  + When a particular candidate is finalized and selected, giving him offer letter or letter of intent on joining the services, issuing appointment letter with brief working agreement or policies.
  + Giving a description of the policies, procedures and culture followed by the company.
  + Proper filing relevant document of the new joined as required.
  + Inducting him to the team and supervisor and / or manager.
  + Explaining the mode of communication.
  + Coordinating with the IT team to get his email id made.
* **Attendance and Leave records:**
  + Keeping a track of the attendance of the employees.
  + Filing the leave forms and keeping a track of the leaves taken.
  + Seeing to it that there is not much absenteeism on any given day.
  + Seeing to it that no employee is irregular and if there are such people, taking corrective and preventive measures.
* **Performance Management:**
  + Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.
* **Employee Engagement:**
  + Keeping a track on employee turnover and exit rate.
  + Taking initiatives to engage the staff to their work.
  + Planning events or activities regularly or on some occasions, getting those approved by senior management and implementing those.
* **Workforce Management:**
  + Handling the staff so that people are not dissatisfied with each other.
  + Handling cross culture things.
  + See to it that there is no grouping or no dissatisfied person.
  + Other employee related issues.
* **Exit Formalities:**
  + Conducting exit interview of candidates who are resigning.
  + Trying to get constructive feedback for company and trying to implement the corrective measures for them.
  + Helping the person to be relieved properly.
  + Issuing relieving letter and letter if experience.
  + Doing the full and final settlement for the person.

**SIMPLEX INFRASTRUCTURES LTD. July 2012 to May 2014**

**(Mundra, Gujrat/ India)**

Designation: **ASSISTANT HR MANAGER**

**Role and Responsibilities:**

* + Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
  + Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees
  + Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
  + Identifies staff development and training needs and ensures that training is obtained.
  + Ensures proper labor relations and conditions of employment are maintained.
  + Maintains records, prepares reports, and composes correspondence relative to the work.
  + Executes plans, policies, and programs in business and financial affairs, property and equipment, supplies, housekeeping, clothing, food service, laundry, stores, forms, buildings and grounds maintenance, engineering and safety programs, and prison industries.
  + Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible.
  + Consults with operating officials on program plans in relation to fiscal capacity
  + Supervises such management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures for food service, physical plant, warehouse, accounting and finance, and prison industries.
  + Supervises the revision of rules, regulations, and procedures to meet changes in law and policy.
  + Formulate current and long-range programs, plans, and policies for departmental programs.
  + May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
  + Performs related work as assigned.

**NATIONAL CONTRACTING COMPANY LTD.**

**(Rezayat Group of Companies) Saudi Arabia.**

Client: **S.K. Engineering November 2011 to April 2012**

* Project: Yanbu Export Refinery Project (YERP)

Client: **DAELIM August 2010 to November 2011**

* Project: NCP Power Project (National Chevron Phillips)

Designation: **ADMINISTRATIVE OFFICER**

* Coordination with the Client Company and Representatives.
* Reporting to the Project Manager for site related issues and supervising all staff.
* Ensure the Documentation and presentation process as per ISO certification.
* Look after the Vehicle arrangement from site to accommodation also at the time of any emergency at site or camp.
* Provide appropriate medical facility as per company rules and ensure health card to be updated.
* Look after the legal matters of company with the help of local PRO and Head office.
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**TECHNO BUILDERS (Construction Company) AUG 2007 – JUNE 2010.**

**H.R. ADMINISTRATION ASSISTANT**

* Liaison between senior managers, employees and clients to ensure proper line of communication.
* Site maintenance viz purchasing of the essential goods for work, proper use of budget allocated by the company for site maintenance etc.
* Conduct monthly meeting with site and office staffs for planning and coordinating the work.
* Daily Record keeping of all the works via electronic medium as well as manual in order to present it before the company in annual general meeting.
* Other basic works like maintaining data, salary distribution, daily attendance etc.

**PERSONAL PARTICULARS**

Date of Birth : 14th August, 1984

Sex : Male

Religion : Islam

Nationality : Indian

I consider myself familiar with Administration & Human Resource aspects, I am confident that I can fulfill your esteemed organization’s requirements. I wish and hope that I’ll get the privilege of serving your organization.