|  |  |
| --- | --- |
| KAVITA  [KAVITA.174491@2freemail.com](mailto:KAVITA.174491@2freemail.com) |  |

75

CAREER OBJECTIVE

To make the most efficient use of my knowledge and learning in the process of serving my organization, and thereby achieving new heights by continuous improvement.

ACADEMIC QUALIFICATION

* Completed Post Graduate Diploma in Management (equivalent to MBA) with specialization in HR & MKTG at Graduate School of Business& Administration, Delhi, and Secured 7.31/9 CGPA (81%).
* Bachelor in Science from Lucknow University, India.

PROFILE

* Good background and experience in the field of HR including Visa processing, Compensation &Benefits, Payroll, Welfare & General Administration, etc.
* Well versed with visa procedures including counselling, processing and documentation of visa.
* Excellent knowledge in Office tools (MS Word, Excel & power Point).
* Prioritization of work and perfect time management.
* Ability to uphold a strict level of confidentiality.
* Expert in interdepartmental liaison and coordination.
* An innovative, self-starter, having passion towards learning new things, well in relationship management, self-motivator, believes in planning and doing things differently, believe in accomplishing goals.

PROFESSIONAL EXPERIENCE

HR PROFILE SKILLS ROFILE

* **M H ENTERPRISES LLC DUBAI**

HR EXECUTIVE (Feb-2013 to May-2017)

**Payroll**

* Processing payroll for entire organization in Orion for around 750+ employees whilst monitoring, reviewing, making corrections as well as reconciliations as needed ensuring payroll for accuracy.
* Answered questions and resolved problems regarding payroll, leave time and insurance concerns
* Prepared employees salary through WPS in timely and accurate manner.
* Planned and implemented Leave Approvals of Staff & Work Force.
* Disbursement of cash salaries under own supervision.

**HR Management**

* In depth understanding of implementing and documenting HR policies and strategies.
* Perform independently all aspect of appointment, administration, performance appraisal, grievance handling, and employee relations in liaison with other departments.
* Coordinate with PRO in all related paperwork regarding change of visa status of newly selected candidate.
* Established and maintained HR related employee files reflecting salary increase, deductions, garnishments, benefits and payroll exceptions while exercising high level of confidentiality.
* Skilled in managing and organizing of event management.
* Communicate with internal departments as well as to exchange information, coordinate activities, and resolve issues.
* Interact with corporate representatives and others on behalf of the senior management and maintain rapport with the same.
* Take part in developing strategies and carrying out group policies and procedures in collaboration with senior management.
* Strong knowledge in HR supports activities including selection & recruitment of staff and personnel coordination.

**General Administration:**

* Established and maintained company files reflecting Trade License, Company Tenancy Agreement, Company Premises Affection Plan, and Fixed Assets etc. exercising high level of confidentiality.
* Coordinated with P.R.O regarding company’s legal issues and helped them with proper documentation support to resolve each and every issue.
* Liaised between senior management, employees and clients ensuring smooth flow of communication critical in addressing myriad of problems and issues requiring immediate attention and resolution.

**General Responsibilities:**

* Basic knowledge of UAE local labor laws and regulations.
* Provided full support to the Executive Director while managing administrative related works of the staff.
* Processing payroll in Orion over 750 Employees.
* Performed routine job including handling appointments’ receiving, screening and routing e-mail messages; meetings, preparing correspondences, and staff accommodations.
* Excellent background in HR related works such as manpower planning, screening, recruiting, placing of staff appropriately, implementation of HR practices, creating job descriptions, resolving employee grievances, organizing orientation programs, monitoring and maintaining staff personal file system, arranging events, having complete knowledge of Visa procedure right from application till cancellation, preparing staff payroll, salary disbursement, officially authorized transfer of salary to employees account through WPS system, and updating HR policies & procedures.
* Liaison with overseas recruiting agent right from sourcing till arrival of staff.
* Arrangements to pick up & drop off to and from airport for newly and outgoing staff.
* Processing or renewals of administrative contracts and rentals agreements.
* Recruitment and selection of new staff; interviewed candidates, facilitated the joining of new staff, organized all formalities and maintained up-to-date files of candidates.
* Identifying organizations staffing needs, Sourcing, screening and short-listing resumes.
* Schedule and co-ordinate Interviews - Conducting telephone and personal screening Interviews.
* Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits.
* Perform staffing duties, including dealing with understaffing and administering disciplinary procedures.
* Determining remunerations after approval from Executive Director.
* Serve as a link between management and employees by handling queries and resolve related problems.
* Maintain records concerning personnel-related data such as hires, performance appraisals, and absenteeism.
* [**SONET MICROSYSTEMS PVT LTD**](http://en.wikipedia.org/w/index.php?title=Sonet_Microsystems_Pvt_Ltd&action=edit&redlink=1)

HR ASSISTANT (June 2011 – November 2012).

* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Contributes to team effort by accomplishing related results as needed.

PERSONAL DETAIL

**Nationality :** Indian

**DOB** **:** 25 April 1987

**Languages Known :** Hindi, English

**Visa Status :** Visit Visa

**Driving License**  **:** Valid UAE License

I hereby declare that all the information stated above is true to the best of my knowledge and belief.