**R E S U M E**

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### **Manish**

### **Manish.283103@2freemail.com**

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**CAREER Objective**

To work on the challenging post in the organization, I can utilize and strengthen my skill and take the organization to newer heights.

**Current Job Profile**

Working with Simplex Infrastructure Limited as a Senior Assistant Admin at Dubai, UAE, since 20th April 2016 to till date.

**Functional Scope**

• Statutory Compliances.

• Time office Management at site

• Welfare

• Security

• Liasioning with Local Govt. Authorities

**Statutory Compliances**

• To implement & maintain all records/registers of workmen under the Contract

 Labour act.

• Employment card issue registers.

• Muster roll registers.

• Register of Wages.

• Register of fines.

• Register of Deduction, Damage /loss.

• Register of Advances.

• Register of Accident.

• Register of sub-Contractors.

• Wages Slip issuance.

• WC policy & CAR policy.

• Maintaining records of employees, fixed assets at site office & maintaining records of lease of guest house, mobile telephone & internet connections & their billings.

• Preparation of daily manpower report and send to RO.

• Proper checking of driving license of driver’s/operators at Site.

• Stationery arrangement at site.

• Local purchasing (Admin related) as per requirement.

• The timely registration/renewal of company‘s vehicle RTO document. & arrangement of labour license/renewal**.**

•To maintain office equipment’s & furniture.

• Cleanness & housekeeping of site office & labourcamp.

• Proper display of Notice Board.

**Time office Management at Site**

* Time management of permanent Employees & out Sources Employees.
* To maintain & update records, Leave, Joining, Timekeeping, Absent, present & overtime.

**Welfare**

•To maintain labourcamp with basic amenities like housekeeping cleanness & pest control.

• To provide the crèche facility.

• Arrangement of drinking water, canteen & toilets for worker.

• First-Aid center with ambulance & deployment of nursing staff.

• Tie up with nearby hospital for emergency case.

• Transport arrangement for odd hours working at site.

• Provide common cooking area in labourcamp.

• Testing of bore well water, regular cleaning of water tanks.

• Take care of doctor’s visits and recommendations.

**Security**

• Allocation of adequate security guards and supervisor as per requirement.

• Supervision of security personnel deployed at Site.

• Surprise checking after office hours.

• Proper control over all entries and Exit.

• To ensure the proper entry of all visitors

• Duty verification.

**Liasioning with Local Govt. Authorities**

• Local Administration.

• Local Police Station.

• Labour Commissioner department.

• Nearby Hospital.

• Pollution Board Office.

• Local Transport Authority.

**Brief Profile**

* Total Experience **:** 4.11 Year.
* Current Employee **:** Simplex Infrastructure Limited.
* Current Designation **:** Senior Assistant Admin.
* Functional Area **:** HR & Administration.

**Current EXPERIENCE**

* Designation **:** Senior Assistant Admin.
* Company  **:** Simplex Infrastructure Limited.
* Project **:** IMG World Adventure Park & DEWA Sub Station, Dubai.
* Period **:** From 20th April 2016 to till date.

**PREVIOUS EXPERIENCE**

* Designation **:** Senior Executive HR & Admin.
* Company  **:**  Neesu Construction Private Limited.
* Project **:** Heritage Green Avenue Project, Roorkee.
* Period **:** From 21st February 2016 to 10th April 2016.

**Previous Experience**

* Designation **:**  Assistant Officer Admin.
* Company **:** Shapoorji Pallonji & Co Pvt. Ltd.
* Project **:** Antara Senior Living Community Project**,** Dehradun.
* Period **:** Since 12th November 2013 to 20th February 2016.

**Previous Experience**

* Designation **:**  Assistant Admin.
* Company **:** Shapoorji Pallonji & Co Pvt. Ltd.
* Project **:** Michael Schumacher World Tower, Homestead(Gurgaon)
* Period **:** Since 1st July 2013 to 11th November 2013.

**Previous Experience**

* Designation **:** Assistant Admin.
* Company Name  **:** Shapoorji Pallonji & Co Pvt. Ltd.
* Project **:** Toyota Kirloskar Motor Pvt. Ltd. (Neemrana, Rajasthan)
* Period **:** Since 16th June 2011 to 30th June 2013.

**Educational Qualification**

* MBA (HRM) **:** FromSikkim Manipal University in 2015.
* B.A. **:** From Allahabad University in 2010.
* Intermediate **:** From U.P. Board in 2005.
* High School **:** From U.P. Board in 2003.

**TECHNICAL PROFICIENCY**

* OPERATING SYSTEM **:** Microsoft Office, Proficient in computer & Internet applications.

 **PERSONAL POTENTIAL**

* Good Communication & ability to work in any circumstances.
* Ability to work independently
* Always optimistic & honest with my job.
* Hardworking, devoted & self-motivated.

**PERSONAL INFORMATION**

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Date of Birth  **:** 1st Dec. 1988

Nationality **:** Indian

Marital Status **:** Unmarried.

Language Known **:** Hindi, English

Hobbies **:** Reading’s books & Playing Cricket

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