CURRICULAM VITAE

**MURUGAN**

[Murugan.354027@2freemail.com](mailto:Murugan.354027@2freemail.com)

**SUMMARY**

Self-motivated and result oriented individual with valuable knowledge and experience in human resources capital, administration and Public relations. Expertise within the human resources with a growing track record, covering different human resources disciplines in people-focused sectors as well as different areas of administration with a strong communications skill.

**CAREER PROFILE**

December 2003 to Dec 2016

As **Manager** – **Human Resource, Administration & Public relations** in **FADHEL MATTAR AL MAZROEEI GROUP**, Dubai UAE (M/s Seema Marine Services & M/s Seema Scaffolding) at **DRYDOCKS WORLD, DUBAI** (Reputed shipyard in the Middle east for Ship repair, Ship conversion and New ship building Project)with employee strength of 350 nos.

**Reporting to:- Managing Director**

* HR Planning
* Resourcing and Induction & Orientation
* Remuneration, Contracts (Payroll Management (WPS) as per UAE labour law)
* Performance Management
* HR Policy & Procedures
* Compensation and Benefits
* Public relations activities. (Trade License, Work permit, VISAS) **Authorized PRO**
* Office Administration
* To ensure and fulfill all legal requirement for Business operations
* Camp & Transportation Management
* Workforce Learning & Development

February 2001 to November 2003

As a **Senior Officer - Personnel & Administration**

In **Q-FLEX CABLES LTD**

An UL approved ISO 9002 Company, manufacturing all types of Electrical Cables & Power cords for National and International markets.

May 2000 to February 2001

As Executive **– Human Resources**

In **Onkyo India Pvt Ltd,**

Division of Onkyo Corporation, Japan, An 100% EOU and ISO 9002 company manufacturing and exporting Audio for U.S.A, Japan, Malaysia, Singapore.

December 1995 to May 2000

As **Officer - Personnel (Corporate)**

In **A.S Group of Companies,**

Dealing with transportation, properties and investments, C&FA; A professionally managed company having strength of 300 employees.

**EDUCATION**

M.A Economics, University of Madras, India.

Post Graduate Diploma in Personnel Management & Industrial Relations, Annamalai University, Chidambaram, Tamil Nadu, India.

**PERSONAL**

Date of Birth : 29th May 1973.

Languages Known : Hindi, English, Tamil & Malayalam.

Marital Status : Married.

Driving License : Issued in Dubai (United Arab Emirates)