**ABDUL**

**ABDUL.360213@2freemail.com**



**Title: HR & Finance Professional**

**MBA in International Business**



**Profession: HR** & Finance(UAE Experienced)

**Post Graduation: MBA** *in International Business*

Lords Group of Institution.

**Graduation: *BBA*** Marketing ICA College of Arts

& Science.

**Certifications & Training:**

* Advanced Certified Program Accounting (ACPA) from IPA
	+ Specialized in Tally ERP 9.0, Peachtree Accounting Software
	+ Specialized in MS Office- Microsoft Excel Global Certificate Holder (2015)

**Languages:**

* English (Read, Write & Speak)
* Arabic (Read & Write)
* Hindi (Read & Write)
* Malayalam (Read, Write & Speak)

**Computer Proficiency:**

* **Microsoft Word, Excel, PowerPoint, Outlook**
* Working Knowledge with SAP and Oracle
* Knowledge in Computer Fundamentals, Windows XP, Windows 7.
* Paint, Photoshop etc

**License:** Manual UAE Driving license - [Learningtest Completed ]

**Memberships in Technical Organizations:**

Member of NSS ( National Service Scheme )

Technical Cell

**Availability :** Immediate

**Working knowledge with International Standards**

* ISO 9001:2000 International Quality Standards
* BSOHSAS-18001-2007 Health & Safety Standards
* ISO 14001:2004 Environmental Management System
* Logistics (Transportation, Customs & Importations)

**Experience Summary:**

Experienced professional with **2 Y**ears extensive UAE Experience and **1 Y**ear Indian Experience in **HR, Finance,** Business Development , Cost Control , Accounts handling. Proven success in partnering with business leaders to optimise organisational effectiveness. Proficient in designing, implementing, managing effective policies, programmes and processes. Well developed decision making skills combined with an open and accessible management style, emphasising individual empowerment and team development

**My task include:** HR & Finance Activities

* Section 1:
* HR Functions
* Strategic HR Planning
* Payroll Functions
* Orientation to newly hired employees

• Section 2:

* Business Development
* Handling all kinds of Accounting Jobs
* Cost Control
* Tendering Procurement & Sales Support

**PROFESSIONAL EXPERIENCE - 1**

**Urban Professional Companies Management Group L.L.C - U.A.E - Human Resource cum Finance**

( Big Manpower Supply & Services, Maintenance & Contracting company in UAE & Middle East )

( November 2015 to March 2016 )

**Reference :** Mohamed Saleh Baslaib–0506166815 ( General Manager )

Worked on various HR Functions such as Recruitment, Safety, Employee Relations, Compensation & Benefits, Compliance with labor & employment laws, Training & Development, All Finance related activities such as Accounts Payable & Receivable, Reporting & Financial Statements, Financial controls

**Major Clients** **:** Government sectors and Multi national Companies



**JOB RESPONSIBILITIES**

* Welcomes new employees to the organization by conducting orientation.
* Maintains quality service by following organization standards.
* Contributes to team effort by accomplishing related results as needed.
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Maintains employee information by entering and updating employment and status-change data.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Assist with day to day operations of the HR functions and duties
* Serve as a bookkeeper, handle accounts; make bank deposits; maintain ledgers; pay bills; collect funds; keep the management informed as to the balances of internal accounts; and prepare payroll



**PROFESSIONAL EXPERIENCE - 2**

**Platinum Equipments Oil & Field L.L.C U.A.E – Human Resource Assistance**

( A leading Oilfield Supply & Services company in UAE & Middle East.)

(November 2013 to March 2015)

**Reference :** Aboobacker–0507904141 (Partner )

Responsible for assisting the HR Manager with any given Human Resources matters, and for providing an effective and comprehensive support service to employees of the company.

**Major Clients** : Government sectors and Multi national Companies



**JOB RESPONSIBILITIES**

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Monitoring Office operation and ensuring the harmonious functioning.
* Scheduling appointments and meeting for executives and upper level staffs.
* Provides payroll information by collecting time and attendance records.
* Supervise, manage and coordinate for training of office staff person.
* Provide weekly/monthly MIS to the Managing Director.
* Perform multitasking. Conduct bookkeeping, purchasing, accounting, inventory control, and administrative functions.
* Purchase materials and equipment for departments. Receive requests for materials and equipment; Handling purchase for items in accordance with procedure



**PERSONAL SKILLS**

* Process Multiple Works, Strong planning, organization & time management skills, Worked as All Rounder/Team Player
* Good communication, negotiation, presentation, facilitation, and interpersonal skills, Courage to take up challenges and responsibilities.
* Dedication to learn new Products and improve knowledge base.
* Motivated, pro-active and ability to work on own initiative with minimal direction and guidance
* Well knowledge for Handling computer and Internet, Typing speed is above 250 letter per minute
* Flexibility, adaptability, customer-focus and have good rapport towards peers and subordinates



**JOB SKILLS**

* Good knowledge and understanding of Human Resources Terms & Conditions, Legal, Commercial & Contractual aspects
* Dealing with Suppliers (Local & Overseas),Good knowledge in Vendor registration & Agency registration
* Expertise in Microsoft Application, ERP System etc
* Systematic in approach with excellent negotiation and vendor development skill sets
* Experience of working with multi-national and multi-cultural project teams



**ACADEMIC AWARDS**

* Selected as Emerging Employee of the year 2014
* Served as College University Union Councilor
* Class representative for 3 year in Graduation period
* National Service Scheme regular Volunteer



**HOBBIES AND INTERESTS**

* Driving, Playing chess, Badminton & Volleyball





**DECLARATION**

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