**MUSTHAFA**

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|  |  | Address: | ***Dubai – UAE*** |  |
| Email: | [***Musthafa.379296@2freemail.com***](Musthafa.379296@2freemail.com%20)  ***Mobile: Whatsapp +971504753686 / +919979971283*** | Visa: | ***Residence*** |
| Languages: | ***English, Arabic, Tamil, Hindi*** | Experience: | ***+ 7 Years*** |
| **HUMAN RESOURCES MANAGEMENT | ADMINISTRATION PROFESSIONAL**   |  |  |  | | --- | --- | --- | |  |  |  | | **Core Competencies** |  | **Professional Highlights** | | Administration Management  Branch Operations Management  Team Development/Management  Policies/Procedures Standardization  Compensation & Benefits  Contractual Negotiations  Recruitment/Selection  Report Compilation/Analysis  Disciplinary/Legal Matters  Professional Motivation  Performance Optimization  Client Relationship Management  1-min (12)Facilities Management |  | Put in distinguished efforts to achieve a substantial reduction in operating expenses by managing cost reduction campaign/cost control initiatives in the department.  Made significant personal contributions in improving the efficiency of business operations by formulating strategic plans covering all aspects of recruitment, training, payroll administration, and employee development.  Engineered and energized programs to maintain employee loyalty and job satisfaction.  Achieved efficiencies in conducting meetings with major clients and thus effectively managing sales.  Acknowledged as an excellent planner with proven abilities in devising and implementing coherent HR strategies whilst improving internal processes and procedures within a demanding environment, and project deadlines/budgets. | | | | | |

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| **Career Span** | | |
| **Al Furqan Bookshop LLC, Dubai, UAE**  **Human Resources & Admin Officer** |  | January 2017 - Present |
| **Maghizhan Consulting Services, Tamil Nadu, India**  **Admin Manager** |  | September 2015 - September 2016 |
| **Jufal & Naif Obaid Al Shammari Trd & Cont Co, Saudi Arabia**  **HR Coordinator & Admin Assistant** |  | July 2010 - August 2015 |
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| **Professional Experience** | | |
| **Admin & Human Resource Officer - Al Furqan Bookshop LLC, Dubai, UAE** | | |
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| * Envision and execute the HR plans and policies in conjunction with the company's overall development plan. * Deal very capable with the crucial areas of manpower planning and recruitments, development of the induction programs for the new recruits, training needs’ identification and development of training programs accordingly to ensure constant employees’ development. * Apply sharp analytical abilities in conducting researches to study the current compensation trends in the market and devise suitable compensation plans and policies for the company. * Leverage broad competencies in developing and implementing the performance appraisal system for the company and coordinating it with other line managers. * Interface and coordinate with finance department for processing of employees’ payments. * Hold accountability for dealing with the final settlement of employees at the time of leaving the organization. Liaise efficiently with the accounting department regarding salaries. * Compile & present different reports to management to support the decision making regarding the current resources. * Meticulously manage monthly payroll processing through HR & Payroll solution. * Efficiently prepare payroll on time & attendance related reports. * Actively involved in vacation planning of the employees. * Deliver expertise in the recruitment of employees from different countries, according to the company's needs. * Judiciously choose the best insurance services, after regular follow-up with insurance companies, for the company’s employees, assets and vehicles etc. * Deploy techniques to keep up with the workflow line with the company and sites, make timesheet for all employees and control all safety staff. * Utilize strong knowledge of Labor Laws for handling resignations, terminations, vacations, sick leaves, back from leave, settlement etc. * Serve effectively as Coordinator with the prop department regarding all documents to finish the procedures in the Emigration and Ministry of Labor. * Diligently maintain files for all employees and make copies for ID, passport, visa, insurance card, labor contract; number each file and transfer to the system. * Organize management training in interviewing, hiring, terminations, promotions, performance review and safety. * Closely monitor the work of staff in coordination with the Director of each office in each branch. * Spearhead Public Relations Department, coordinate meetings within and outside the company. * Additionally responsible for monitoring the sales and the collection department staff motivate them and provide them with financial rewards to achieve the monthly targets. * Rationalize the manpower at all levels while obtaining the optimal balance between top line and bottom line performances. | | |
| **Maghizhan Consulting Services – Tamil Nadu, India** | | |
| * Supports senior-level managers and supervise other support staff. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. Performs a variety of Internet research functions and uses word processing. * Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices. * Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures. * Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits. * Apply sharp analytical abilities in conducting researches to study the current compensation trends in the market and devise suitable compensation plans and policies for the company. * Leverage broad competencies in developing and implementing the performance appraisal system for the company and coordinating it with other line managers. | | |
| **HR Coordinator & Admin Assistant, Jufal & Naif Obaid Al Shammari Co, KSA** | | |
| * Performs administrative duties for front desk executive management, Engineering department and support in the various human resource functions, which include recruitment, training and development, performance monitoring and employee counseling. Administering monthly payroll, assisting employees with payroll related issues. * Ensure the relevant HR database Up to date, accurate and complies with legislation. Assist with day to day operations of the HR functions and duties. Provide clerical and administrative support to Human Resource and Administration Manager. * Supports to Admin Head, Monitor and co-ordinate with employees Iqama (details of date of expiry and renewal) Administering monthly payroll, assisting employees with payroll related issues compiling monthly payroll reports and payroll audit. Arranging Air way tickets. * Processing monthly and hourly payroll to ensure timely and accurate payment for all the employees. Generate monthly and annual sickness absence reports and ensure finance teams are kept fully informed with respect to salary adjustments. * Transaction and traceability of the documents control number. Monitoring and updating all Documents. Generate various documents control report as required. Ensure that all documents specifications are up to date with the correct revision. * Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits. Oversees and administers the day-to-day activities of the office; develops policies, procedures. * Recruiting staff - that includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates for final interview with HR Manager. * Performing Administrative Activities, Interacting with Computers, Communicating with Supervisors, Peers, or Subordinates, Communicating with Persons outside Organization, Documenting and Recording Information, Identifying Objects, Actions, and Events. | | |
| **Academics** | | |
| * **Post Graduate In Human Resource Management, AKS Group Of Institutions** * **Higher Diploma In Computer Science Engineering, Anna University** | | |
| **Computer & ERP Skills** | | |
| * Computer Software: **Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook** * ERP Software: **SAP, FOCUS, MY COM** * Operating Systems: **Windows XP/Vista/2007/8** | | |
| **Training Program** | | |
| * Diploma In Systems & Networks | | |
| **Personal Dossier** | | |
| * **Date of Birth:** 05th February 1986 * **Nationality:** Indian * **Languages Known**: English, Arabic, Tamil and Hindi * **Visa Status** Employment Visa | July 2019 * **Driver’s Licence:** INDIA | Valid Till July 2030 | | |
| **Pronouncement** 1 | | |
| I hereby declare that all the information furnished above is true and genuine to the best of my knowledge and belief. | | |

Place: Dubai

Date: **Musthafa**