

**Prakasan**

**Dubai, U.A.E**

**Email :** [**Prakasan.382558@2freemail.com**](mailto:Prakasan.382558@2freemail.com)

**EXPERIENCE IN U.A.E**

**Hemasco International Abu Dhabi.**

**Well-established (100% Local) Electromechanical subcontracting company in Abu Dhabi- Subcontract works, Trading and Oil Field Services – April 208 to September 2017 - Total 9 years.**

**HR Operations:-**

* Providing customer service to organization employees.
* Posting job ads and organizing resumes and job applications.
* Scheduling job interviews and assisting in interview process.
* Completing termination paperwork and assisting with exist interviews
* Conduct induction programs with pre recruitment and post recruitment activities, arranging Employees training, gathering feedback and suggestions. Maintains employee confidence and protects operations by keeping human resource information confidential.
* Welcomes new employees to the organization by conducting orientation.
* Preparing new employee files.
* Answering payroll questions.
* Additionally provide administrative and clerical services in order to support the efficient operations of the Head Office.
* Involving all Company PRO work - Ensure all visa, medical ,Insurance, Emirates ID and labor permits are up to date and arrange timely renewal.
* Ensure all Trade Licenses, permits are up to date.
* Dealing with Ministry of Labor, Ministry of Interior, Ministry of Economics, Ministry of Health and Municipality.
* Assists with all Government matters where necessary.
* Coordination works related to different Consulates and Embassies.
* Relations and confidence building with higher management and the office staff. Write and distribute email, correspondence memos, letters, faxes and forms.
* Manage phone calls and giving the proper answer to company clients.
* Provides Management support to the Regional Head by arranging weekly/monthly meeting with BDM and GM.
* Maintaining computer system by updating and entering data.
* Administration and awareness of the business requirements process.
* Keeping employees annual leave records.
* Additionally provide administrative and clerical services in order to support the efficient operations of the Head Office.
* Camp Management – Camp setting different projects, Supervision and Coordination with Camp bosses.
* Mobilization, execution & completion of the projects, proper co-ordination for arranging materials, machineries & manpower in time for projects. Coordination / correspondence with Clients, Main-contractors, subcontractors, Project Managers, Engineers, Supervisors and other site staffs.
* Vehicle Management –Issuing of company vehicles / hired vehicles to different projects / staffs and monitoring the miss use of vehicles, the Maintenance schedule of Company vehicles & Fuel consumption of

vehicles.

**EDUCATIONAL QUALIFICATION**

Bachelors Degree in Arts - Calicut University, India

**TECHNICAL QUALIFICATION**

Computer Packages : MS Office (Ms-Word, Ms-Excel, Ms-PowerPoint)

**PERSONAL DETAILS**

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| --- | --- | --- |
| Sex | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Visa Status | : | Visit Visa |
| Languages Known | : | English, Hindi Malayalam and Arabic ( speaking) |
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