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**Skills*** Employee Grievance
* Employee conflicts
* Negotiations
* Budgeting
* Fleet Operations
* Cross functional meetings
* Transmitting files
* Schedule management
* Inventory control
* Customer Service
* Time management
* Weekly report on work.

**Education**2005Government Degree College | India Bachelor of Science: Commerce 2002Government Junior College | India Secondary Education Exam Intermediate Vocational Computer Science.**Certifications**Fire Safety training from Civil Defence AuthorityISO 9001, 14001 & Ohsas 18001Customer ServiceLeadership SkillsManagerial Skills**ACCOMPLISHMENTS** * Obtained UAE Driving License
* Eleven (11) years of experience in the field of HR/ Admin, Logistics Operations.
* SupervisionSupervised team of Admin key staff members of Accommodations, Security Operations & In house Maintenance Jobs.
* Creative Problem Solving:Resolving Employee issue on spot, as per nature of request.
* Computer ProficiencyUsed Microsoft Excel to develop inventory tracking spreadsheets.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ADDITIONAL INFORMATION*** HR Processes, Office Operations & Procedures, Budgeting process, Document Controlling.
* SLA: Cross functional meetings on weekly basis to resolve departmental issues.
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| NASRULLAH**Nasrullah-392969@2freemail.com****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Professional summary**Self-motivated Office Manager with proven track record of recruiting, training and overseeing administrative teams and personnel. Bringing proficiency in HR, Admin Operations and CRM or office management systems operations.**Work history**03/2018 - 01/2019 Empire Group Restaurant Management | Abu Dhabi, United Arab EmiratesAdministration Manager****HR Reporting and Administration****Manage the transnational elements of HR including HR reporting, contracts,Employee management, conflict handling. Maintaining Employee database etc. Handling of Manpower over 650 employees for deployment & outsourceResponsible for HR data analysis such as staff turnover rate, attendance rate so as to manage the team in an effective way Inspection of Labour accommodations once in every month Supervision of Fleet operations with driver scheduling part & vehicle maintenance. Arrangement of employee transportation & Accommodation maintenance.Maintain good relations with supplier & inspection of product on deliver. ****Recruitment and Selection****Attract, retain and motivate staff. Manage the recruitment process and ensureCandidates fit the role and company culture.  Advertise vacancies, assess applications, interview applicants.Coordinate and Manage the orientation of new employees, process probationary reviews,Employee evaluations and terminations. Analyse the skills and qualities required for each particular job and develop job descriptions.  ****Compensation and Benefits**** Design and implement compensation structures and variable pay plans.Align internal equity with market data, and formulate compensation packages to Staff.Review the salary/grade structure by bench-marking, ensure competitive Compensation strategy ****Learning and Development****Work in partnership with line managers; to identify individual development needs and source external training provision as and when required, monitoring training costs against budget. Administer the evaluation of all learning and development activities.Make recommendations on a cost-effective management development programme to support the Board's people management strategies.07/2010 - 03/2017 Nehmeh Corporation. | Doha, QatarSenior Admin Officer****Recruitment:****Screening resumes, as per requirement.Conducting telephonic interviews to the candidates.Short listing candidates based on background, qualification then issuing offer letter with HOD's approval.Arranging the orientation training with brief along with safety procedures for the new arrivals.Maintaining Employee database &Telephone/email communications.Briefing the companies SOP, SLA& Escalation Matrix.****Admin tasks****Booking Hotels & flights for the interview candidates & External/internal employees in Group.Preparing  payroll for the employees including new joiners, EOS & locally  hired employeesSupervise accurate and efficient Reception operations including check in/out procedures, handling Guest requests and enquires to ensure a positive outcomeCarry out shift handovers and brief team members as requiredPreparing MOM once conference is done then email to concerned colleagues.Preparing consolidated/financial reports & filing system as per oracle standards.Assisting to PRO for the finger print & medical of employees ****In-house maintenance jobs****Monitoring: In house maintenance jobs like: Electrical, plumbing pipe fitting & carpentry etc.Preparing budget for the required maintenance job.Compile accurate and concise reports of work performedRelieves the Facilities Maintenance Manager in his vacation/absenceProvides a safe and secure workplace, resolving the issues.Make sure all the facilities are operational and contact the suppliers for any repairingHandle and control the team member's movements and shifting inside the accommodation****Accommodations:****Solving all employee related issues, preparing new arrival setup, campMaintain the cleanliness of the public areas, Hallways, corridorsDealing with suppliers for sewage water removals & garbage removal contractors.Reports incidents in the accommodation and inform the Director of Human Resources.****Fleet operations:****Handling 35 drivers of different nationalities with better communication.Fleet operation of Drivers schedules & vehicle maintenanceAssists in the collection and analysis of information for planning, coordinating.  Scheduling of fleet operations such as on customer'sdelivery, Home deliveries etc.Monthly kilometre reports, with tracking system called GPS.04/2006 - 11/2009 LA Group | Dubai, United Arab EmiratesAdmin Assistant ****Administration Tasks:****Basic Payroll for staff/workers (status change, attendance, hold advice, new joiners)Worked on the exit policy, leave policy, recruitment process, Travel policy etc.Produce all documents related to employment visa and visit visa of employee.Furnishing & Updating monthly & weekly reports (Leave, head count, med claim coverage &Maintaining Database of all the employeesDeploying manpower to different sites, as per the requirements.Used to solve the queries of workers like Accommodations, site transfer their attendance with medical leaveDisbursal of all the workers' salaries in the labor camps on monthly basis****Operations Tasks**** :Preparing Transportation schedules (for all the site and head office)Accountable for effective & strictly preventive maintenance for vehicles service.Accountable for scheduling vehicle on accident insurance repair & its related documents  Immediately arrangements for breakdown vehicleAble to handle all the documentary of transportation related works (Renewal of vehicle registration card, vehicle insurance card, vehicle salik etc.)Assigning daily jobs to all the drivers & keeping track on them.Maintaining budget of company vehicles like Petrol expenses, insurance, penalties on salik, accident of vehicle etc.Used to maintain separate “Petty cash” for Logistics department |

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