

CHRIS

**CAREER OBJECTIVE**

An approachable innovator with a passion for Human Resources, a learning curator, offering nearly 5 years of multifaceted expertise in Human Resources Management; targeting middle-level assignments in Human Resource Management and to assist the company in the accomplishment of its goals. I can also utilise proven people oriented skills to develop and promote a positive work environment.

**CONTACT**

**E-Mail:** chris-393429@2freemail.com

**E D U C A T I O N**

**SATHYABMA UNIVERSITY**

MBA (Finance with Human Resource) **|**First Class **|** (2011 – 2013)

**SATHYABMA UNIVERSITY**

BACHELOR OF COMMERCE **|**Second Class**|** (2008 – 2011)

**JOB SUMMARY**

* Have 5 + years of experience in **Human Resource services, Embassy and** **immigration processes.**
* Managing the full range of HR database and HR services.
* Knowledge of employment law and HR processes.
* Managing nearly 3000+ embassy, immigration and visa process for all employee and their family members under sponsor.
* Develop periodic reports for management.
* Good working knowledge of Microsoft office products especially in MS Excel.
* A logical thinker and problem solver.
* Ability to build a good working relationship with managers at all levels.
* Handling employee confidential information in a professional manner.
* Ability to cope with a deadline and other work- related pressure.
* Ability to manage varied workload in a fast- paced environment.
* Able to act independently to get a job done.
* Excellent verbal and written communication skills.
* Good typing speed in English.
* Excellent interpersonal skills.

**PROFESSIONAL SKILLS**

**Language:** C

**Database:** SQL

**Software:** Tally. ERP9, MS Excel

& MS Office

**Web designing:** HTML

**Operating system:** WindowsFamily and Ubuntu

**PERSONAL TRAITS**

* Curiosity to learn
* Organizing
* Self- motivated
* Focused
* Self- Confident
* Team spirit
* Adjustable
* Adaptable
* Balancing

**E X P E R I E N C E**



**HR ASSISTANT | JULY 2013 – APRIL 2019**

**OMAN**

* Managing the full range of HR database and HR services to support the overall business strategy of the company.
* Leading Human Resource Generalist functions for approx. 6000 expat employees including Learning & Organization Development, on- boarding, performance management, retention, succession planning, employee engagement, Talent Management.
* Formalities for new recruits; liaising with Indian Embassy to obtain POE Permission & for conducting interview/ interviews in India.
* Monitoring and addressing performance issues and driving engagement between employees, front- line management and HR.
* Dealing with cash expenses relating to Embassy work and maintaining proper accounting records
* Supporting the resolution of escalated Employee Relations (ER) issues, managing risk to the business; assessing employee motivation, counselling Session drive across organization for expat staff to overcome on their personal issues.
* Identifying training needs across levels through mapping of skills required for positions and analysis of the existing level of competencies; facilitating implementation of the team development plan through training & coaching interventions/ group discussions.
* Collecting periodic key performance measurements and maintaining HR metrics for executive reporting related to various strategic and organizational development initiatives; updating all new staff details.
* Supervising the renewal of employee (work) visa & dependent’s renewal visa from Oman Immigration Authorities; obtaining other inbound/ outbound visa from respective embassies (including Western, Eastern &European countries) for official & personal travel of employees and their family members (approx. 6000 plus dependents); managing the passport renewal Formalities & other legal formalities for employees and their dependents with respective Embassies applications and also in renewing necessary trade registration certificates through respective department/ authorities.

**ASSERTS**

* Pursuing Certified Management Accounting (CMA).
* Holding valid Oman & Indian driving license.
* Awarded Best employee for the month of March 2015 in current organization.

**PERSONAL DETAILS**

**DOB:** 24th Nov 1990

**Nationality:** Indian

**Gender:** Male

**Marital Status:** Married

**Languages:** English, Hindi, Tamil,Arabic & Malayalam

**Lives in:** DUBAI

**A C A D E M I C P R O J E C T**



**1. A STUDY ON EFFECTIVENESS OF TRAINING AND DEVELOPMENT**

To evaluate effectiveness of training and development program offered to employees and assess improvement in employee performance due to training. The methods used are research design, sampling design and data processing. The statistical tool used is percentage analysis

**2. A STUDY ON EMPLOYEE MOTIVATION IN POTHYS**

To study the employee’s factor to motivate the employees and to learn the employee’s satisfaction on the interpersonal relationship. The method used is questionnaire design. The statistical method used is percentage analysis.

**S U M M I N G U P**

I hereby declare that the details furnished above are true to the best of my knowledge and belief. Had I been given a chance to work in your esteemed organisation, I will show my best effort for the growth of the company.

**CHRIS**