**KARTHIKEYAN**

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**CURRICULAM VITAE**

**Career Objective:**

To achieve a suitable challenging and growth oriented position in a professionally managed organization having an operation that provides a motivating work environment as well as an opportunity for career development where I can contribute my qualifications, skills and experience and to excel with them by serving with utmost sincerity and integrity.

**Professional Experience:**

A trading business of import and export of flowers around the world for the past 3 decades. They have 35 outlets in UAE in the activity of flowers sales, flowers delivery to hotels, arrangements of weddings and receptions in UAE region.

**Presently working as Sr. Executive - HR since December 2018 till date.**

* Responsible for full cycle of Recruitment i.e. sourcing, screening, conduct telephonic interview to fulfill the position on prompt time such as publishing advertisements, sourcing through naukri, indeed and directly recruiting through consultant.
* Ensure that all departments are properly coordinate for recruitment and selection process and Budget.
* Planning for Manpower Request from all departments on quarterly and half yearly review for timely recruitment.
* Conduct HR induction for new employees, and ensure that all new employees opening bank account for salary transfer under WPS system.
* Manage daily activities such as accommodation, transportation, mess, leave and travel arrangements for our employees.
* Releasing letters related to offers, Probation completion, Transfers, yearly appraisals and preparing documents for ISO audits.
* Prepare Monthly HR Metrics and submit to the management on timely.
* To assist with PRO for submission of documents such as processing employment visa, Rental Agreement for employees accommodation as well as offices and monitoring renewals of visa, rental agreements, process other country visa for business visit of employees.
* Ensure monthly payroll process through software after updating sick leave, annual leave, absent and maternity leaves records in ERP system.
* Keep to update with changes in relevant laws and legislation and adapt same to company policy and procedures are needed.
* Ensure necessary payments are made on time to ministries such as SEWA and DEWA for accommodation, company and shops.
* Co-ordinate with insurance companies for enrolling medical and work men compensation facility for employees.
* Responsible for exit interviews.

One of the largest group in Oman specialized in the field of Construction over two decades.

**Admin and HR Asst. from January 2014 to October 2018.**

* Source, identify and coordinate with the licensed agents in India for bulk recruitment of skilled and unskilled labors (Including E-migrate system processing).
* Releasing employment Offer letter, Employment Agreement, Probationary Completion letters as per company norms.,
* Visa processing and plan & organize travel schedule for expat workers.
* Create, manage and control the safe keeping and movement of staff and worker personal files ensuring that all important information of staff are recorded and retrieved only by authorized personnel
* Creation of Employee Master File in ERP (Axpert Software)
* Involved in General Induction Training & HSE Induction Training..
* Prepare supporting documents of new employees for registering with Ministry of Health and also Immigration Department for getting their Resident Cards.
* Ensure that employees understand HR policies by effectively communicating and conducting periodic training on policies and procedures
* Enter and record employee attendance , Overtime hours & leaves into ERP (Axpert Software)
* Intimate to Insurance Companies for avail Medical Treatment Facility under Worksite Injury and submission and follow-up for the claims from the respective insurance companies.
* Responsible for Exit Interview Formalities and Final Settlement and visa cancellation’s.

One of the largest Companies in Oman for more than a decade in Supply of Medical Equipments

**Admin Assistant from April 2013 to Dec 2013**.

* Assisting in recruitment process like screening, sourcing, staffing and finalization of Candidates for interview.
* Handling employees pre-joining formalities (follow-up with candidates for Medical, visa processing, visa deposits at the Airport, arranging accommodation and transportation.
* Handling post joining formalities of new employees ( Ministry Medical, Labour card & Civil Card)
* Intimation to staff’s renewals of passport & residents cards.
* Documentation for obtaining new Labour clearance from the Ministry. Handling Visa cancellation formalities, Employees Contract Renewal formalities and service contract attestation from MOM
  + Advising accounts department to release salary on time after Updating leaves such as annual leaves, sick leave and medical Leave.
  + Advice Employee Medical Insurance, & Vehicle Insurance etc.,)
  + Fleet Vehicle Management system, Vehicle Maintenance, Mulkiya renewal formalities.

***An Automotive Industry in Oman & UAE..***

**Senior Assistant HR from October 2007 to February 2013.**

**Job Profile :**

* Processing all type of Visa’s (Employment, Express, Tourist & Family Joining)
* Generating punctuality report, Updating leave’s such as, Restricted Holiday, Sick leave & Medical Leave and preparing encashment of leave salary for Omani’s as well as expatriates.
* Controlling passport Movements (visa renewals, staff travel for leave, passport renewal).
* Handling post joining formalities of new employees ( Ministry Medical, Labour card & Civil Card)
* Handling Documentation for obtaining new Labour clearance from the Ministry.
* Handling Visa cancellation formalities (Final exit & 180 days cancellation)
* Organizing for employee’s welfare activities i.e., Inter department tournament like cricket and football.
* Employee Grievance’s.

***Software Lab***

* + - * **Administration in charge** from August 2004 to October 2007.

**Job Profile :**

* Maintenance of Contract and Lease Agreements
* Security Management, House Keeping and General Repair and Maintenance
* Transportation and Support function activities in call center
* Book Keeping and Record Maintenance & Stationary Control
* Preparing MIS and In charge of salary releasing of contract staff and securities.
* Accommodation for Principles, new employees from outside states & Airport pick up drop.
* Handling PF & ESI formalities.
  + - * Histopathology department as Secretary from August 2002 to July 2004.
* Taking care of Registration/Admission
* Taking care of discharge procedures
* In-Patient/Out-Patient Billing Formalities
* Fixing appointment for patients with doctors
* Receiving Inter-National patient and facilitating them with best of requirements
* Preparing daily census reports to the doctors

**Skills** :

Excellent Communication

Good knowledge of Labour Law

Quick learning and Take a Right Decision

Willing to work under Pressure

Good Problem solving skills

Excellent Team Player

Thorough knowledge in Recruitment, Payroll, Visa Process and Admin Final Exit Process.

**Educational & Technical Qualifications:**

Master Degree in Commerce from Madras University, Tamil Nadu.

Course : Diploma in Computer Application

Accounting Package : MS-Office and AS 400 (Presently Using)

Typewriting : English Higher and Shorthand Intermediate

**Personal Data:**

Date of Birth : 21.05.1979

Gender : Male

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Tamil & Malayalam

**(KARTHIKEYAN)**