# NAJMUDEEN

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In pursuit of career enhancing opportunities in the field of:

Administration ~ Human Resource Management& Marketing.

**EDUCATION SUMMARY**



* **Master of Business Administration. (June 2008) Anna University, Chennai - India**
* **Bachelor of Business Administration. (June 2006) Bharathidasan University, Trichy**
* **10-years in Administration ground experiences ( 05 years in UAE , 05 years in India )**

# IT SKILLS



* **Programmes : Tally 7.2, Soft System.**
* **Project Management : Microsoft Office Project.**
* **Windows, MS Office & Internet**

**PERSONAL DOSSIER**



Date of Birth : 11thJune 1986

Languages Known: -English, Tamil ,Malayalam.

Driving License:  **-Valid Dubai & India Light Driving Licences.**

Nationality - Indian.

Reference - Available on request

**DECLARATION**



I do hereby declare that the particulars given above are true and accurate to the best of my knowledge and can prove at my interview.

**Najmudeen**

**MBA.,**

**Key Highlights Expereience In UAE:-**

* Passport Renewal Process.
* Processing to AO for the selected candidates, initiating the visa process in coordination with PRO.
* Arranging for the appropriate accommodation for the out candidates and to complete the medical formalities.
* Assisting Administrator for applying insurance card and to arrange for an induction program.
* Processing for employee Earned / Emergency Leave.
* Making rejoining report.
* Preparing employee Salary / Service / NOC certificates.
* Processing visa renewals before it gets expired and to arrange for the medical formalities.
* Finding employee where about every month and Processing Absconding for the not reported employee.
* Processing employee final settlement and Cancellation Process.
* Handling Office Petty Cash.
* Coordinating with Office Staff and other Departments / Divisions.
* Leave Applications, Return from Leave, Short Leave.
* Records for Attendance, Leave Salary and Settlements of Dues.
* Prepare Employees Offer Letters, Appointment Letters.
* Employee Details and Data Updates.
* Bank Account Details.
* Employee Document Expiry Reminders.
* Employee History.
* Employee Transfers.
* Historical Data Keeping.
* Timesheets Management.
* Preparing New Files
* Providing Necessary Administrative Back up - Maintaining Trade licenses / Passport Copies / Visas Copies for Staffs.
* Responsible for all Work Related to Visas and Passports for the Office Staff Coordinating with PRO for Collection /Delivery of Passport /Visas.
* Managed day-to-day Operations: Supervised and Coordinated Activities of 80 + Employees.
* Maintains the Stationary : Ordering / Distributing it & Maintain Records
* Maintain an up-to-date and Accurate Agenda of Daily Staff Visits to Customers.
* Coordinate and Schedule Meetings and Company Events.
* Maintains Log of International Telephone / Fax Records.
* Coordinates with Mrktg. Regarding Printing of Visiting Cards/Envelopes/Invoices etc.
* Responds to the Telephone Inquires and Walk in Applicants.
* Maintains and Safeguard the Confidentiality of Employees Files.
* Developed Improved Procedures to Meet and Exceed Customers Expectations.
* Responsible in Handling Phone Calls and Set an Appointment, if needed.
* Preparing Inquiry, Quotation and Invoices.
* Preparing Local Purchase Order.
* Preparing all the Insurances.
* In charge for Courier to Sending & Receiving of Parcel.
* Responsible in Handling all the Staff List File.

**Key Highlights Expereince In India :-**

* Payroll Statutory Compliance
* Invoicing, Payment Collection and Release of Salary
* College Management Activities
* Active in the Outsourcing Area
* Issuance of appointment order & Labour Condition Application
* Health Insurance including coverage and deduction
* Time Management, Monitoring Time and Attendance
* Holiday Administration & Leave Record
* Maintained employee personnel files
* Coordinating with Head Officer ( All staffs) for salary remittance
* Grievance Handling & General Admin
* Responsible for issuing confirmation letters, warning letters & termination letters.
* Assisted in Short Listing The Candidates From Job Portals, Referrals, & Other Sources.
* Assisted in Scrutinizing And Forwarding The Same To Management For Approval.
* Assisted in Conducting Relevant Tests For The Candidates.
* Assisted In Joining Formalities For New Recruits.
* Coordinating HR Team in Induction Programme for New Recruits.
* Observation of all HR activities.