**Work Experience**

**CCC ENGINEERING LIMITED – ABU DHABI**

**(MARCH 2018-PRESENT)**

* **ZIRKU FACILITIES CAPACITY ENHANCEMENT (TRAIN-5) - ZADCO- (ADNOC)**

**HR Admin Assistant**

* Prepare and submit the Weekly Punctuality Report to the Management.
* Maintaind Personal Folder of the employees and dependent in Human Resources Management System (HRMS), File server and well up-to-date in Personal File. Prepare HR correspondence as required.
* Employee Overtime / Leave calculation.
* Arrange Documents for Visa Processing (New, Renew and Cancellation) plus Business Visa for oversees. Coordinate until work done.
* Submission employees CNIA documentation
* Submission employees PAI and Medical Insurance.
* Organize and follow up on claim submissions, payments, and receivables in order to meet required payments.
* Employee Insurance claim submission and follow up with Insurance Company to meet the budgeted receivables.
* Follow up on rejected claims to avoid losses.
* Follow up listed insurance companies to ensure renewed annual contracts.
* Raise and manage ( LPO )purchase orders after necessary Approval and ensures on-time dispatching LPO.
* Comply with data integrity and security policies.
* Review data for deficiencies or errors, correct any incompatibilities and obtain further information for incomplete documents

**TECHNIP - Abu Dhabi (JUNE 2016 – DECEMBER 2017)**

* + **NASR PHASE II FULL FIELD DEVELPOMEN DEVELOPMENT PROJECT EPC PACKAGE III – ADMA- (ADNOC)**

**Document Control Assistant / Secretary ( ADMA PMC )**

* + Responsible for entire document management from the Client, Contractors, Subcontractors and Vendor’s submissions such as drawings/ documents etc.
  + Received Engineering & Vendor’s Documents & Drawings from Contractor.
  + Maintaining Engineering & Vendor Document Register (Excel and Database) & updating the Register as per Team Leader.
  + Producing Reports on the Status of the Documents and submitting to ADMA Project Management.
  + Upload Documents soft copy in EDMS (In-house Document Control Software) Dashboard for PMC comments.
  + Preparing outgoing Transmittals for Commented soft copy by Electronic mail to the contractor, sub-contractor & vendors for next revision.
  + Co-ordination between ADMA home offices, head office engineer’s and site representative for various Disciplinary requirement.

HR Admin Assistant

**Shayantika**

**Personal Information**

Date of Birth : Feb 12th, 1989 Nationality : Indian

Visa Status : Employment

Status : Single

Languages : English, Hindi, Bengali Location : Abu Dhabi,UAE

**Educational Qualification**

College: West Bengal University of Technology College:

Course: B-Tech in Electronics and Communication Institute of Engineering and Management Year: 2007-2011

**Profile Summary**

* Technically proficient in MS Office (MS Word, Excel, PowerPoint)
* Strong team-working and multi-tasking skills, customer service, interpersonal skills and attention to details.
* High-impact communicator effectively presenting and conveying information through written and verbal contact with Employee, customers, team members, and top-tier executives.
* Provided high-level administrative support and managed organizational policies and procedures excellent interpersonal skills with people from all levels of corporate management.
* Logistical support for all meeting, conference and workshop.
* Good communication skills both oral and Self-motivated, hardworking.
* Adapt easily to change of environmental and work schedule.
* Possess lots of initiative and self-motivation with a highly objective and result- driven

**Work Experience**

**AL Hasoun Arabian - Abu Dhabi (FEBRUARY 2015 – MAY 2016) Document Controller**

* + Provide general administrative support.
  + Prepare correspondence letters, reports and documents.
  + Responsible for entire document management from the Client, Contractors, Subcontractors and Vendor’s submissions such as drawings/ documents etc.

**CATALYST CONSULTING SERVICES – INDIA ( KOLKATA ) (DECEMBER 2012 – JUNE 2013)**

**Executive Recruitment (Reporting to Proprietor)**

* + Supervising the entire recruitment cycle from sourcing & screening resume to closure
  + Scheduled & conducted interviews for various positions.
  + Pre evaluated candidates by conducting preliminary interviews before the recruitment process
  + Accountable for regular recruitment.
  + Lookout for suitable candidates on different job portals like Times job, Monster, Naukri etc.
  + Resourced vacant positions in our organization manpower plan

**DYNAMIC DIGITAL TECHNOLOGY – INDIA ( KOLKATA ) (DECEMBER 2011 – NOVEMBER 2012)**

**Associate Software Engineer (Reporting to Asst. Manager)**

* + As a Software Developer at Dynamic Digital Technology my responsibility is to test protocols and applications in LTE (Long Term Evolution) domain.
  + Responsibility:
  + Identification of test scenarios from 3GPP LTE Technical specifications.
  + Implementation of new test cases from the test scenarios for RFID Packet Tester (LLRP 1.1) MME (Mobility Management Entity) Functional Tester and SGW (Serving Gateway) Functional Tester
  + Maintenance and defect fixing of new and existing Test cases.
  + Creation of Test Packets.
  + Development of Packet Builder GUI as part of Test builder.

Personal Contact : [shayantika-397054@2freemail.com](mailto:shayantika-397054@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686