**RESUME**



Moncy

[Moncy.75357@2freemail.com](mailto:Moncy.75357@2freemail.com)

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**Career Objective:**

I aspire to be a successful Human Resource Management professional, by capitalizing my abilities to forge inter-professional relationships, enhance my professional skills at work, learn from success as well as failures, strive for perfection, adapt with any kind of work culture and acquire intelligence on latest trends.

**Experience Summary:**

Totally I have 9 year’s UAE experience in HR. Well qualified, experienced Human Resource & Administration professional with expertise in handling of HR functions including Payroll Management, Recruitment, Visa & Labour Process, Ticketing, Leave Salary & Final Settlement Preparation, Insurance, & Office Administration.

**Experience History:**

Associated with Magnum Security Services, Dubai – as a Senior HR Executive from 19th September 2015 to 30th June 2017.

Magnum Security Services is an ISO 9001: 2015 Dubai Police Approved Manned Guarding Company which has been in business for 14 years and has been providing quality guards at competitive rates to top companies in all over Dubai.

**Responsibilities:**

* Maintain employee records (Personnel information, Leave, Payroll Deductions, Increments, etc.) in the database using Software and ensure that all records are updated regularly.
* Coordinating with department heads for assessing their manpower requirements.
* Manage and coordinate with consultancies for post-selection activities such as preparation of offer letter, collection of necessary documents required for applying visas.
* Arrange and prepare salary accounts for new employees with UAE Exchange
* Prepares and updates monthly wage records of labors in the database by collecting timesheets from various sites, entering attendance, overtime and deductions and given to Management Approval.
* Prepares bank transfer letters with necessary documents and transferring WPS.
* Resolving payroll related queries from Employees.
* Prepare Leave / Final Settlements for the Employees
* Apply and processing for new / renewal / cancellation works related labour & Immigration for employees outside or inside the country in a timely manner from the starting to the end and coordinating PRO Works.
* Maintain and renew workmen compensation / health insurance / vehicle insurance; task includes coordinating with insurance brokers for the best price.
* Coordinate with insurance companies for claims / addition / deletion of employees in the workmen compensation and health insurance.
* Handle and keeping more than 400 employees passports and maintaining proper record.
* Coordinate and finalize air tickets with Travel Agency for the employees going on leave / cancellation in accordance with company policy.
* Prepare monthly HR budget and getting management approval.
* Manage the renewals / negotiations of staff accommodations / office in coordination with the MD and ensure that any issues are dealt with in a fast and effective manner.
* Prepare and amend policies in coordination with the MD as and when required.
* Update and manage all employee personnel files in soft and hard copy.
* Update and manage all files related to job activity.
* Prepare increment / promotion / service of employment / NOC letters in accordance with company policy.
* Preparing all invoices pertaining with HR Department up on the approval and handing over to accounts for payments.
* Going to Tasheel, Immigration, Economic department for company works.
* Issuing warning letters, memos, termination letters in coordination with MD.

**Previous Experience:**

1) Associated with ATS Shipping LLC, Dubai – as a HR Executive from 29th March 2015 to 31st August 2015.

**Company Profile:**

****is a fully integrated logistics company. Based in Dubai, ATS caters to the global Shipping, Logistics and Marine industries. With its own dedicated fleets and an international network of services, ATS maintains enviable service standards. Founded in 1991 – the company has grown by leaps and bounds ever since. Going from strength to strength, its range of services has continuously expanded over the years.

**Responsibilities:**

* Preparation of the job offer letters, Appointment Letters, Contracts and other joining formalities for the successful candidates.
* Collect documents from candidates for applying Employment Visa.
* Applying Visa applications and Cancellations in JAFZA, Dubai, Ras al khaimah & Hamriyah free zone.
* Ensure the joining formalities, Arrange Induction of the new Employee and deployment to the relevant department.
* Follow up the Competency Report before the completion of Probation period of the new employees and take necessary actions on the basis of report.
* Follow Up Performance Evaluation of the new employees after the completion of the probation period and annual as well.
* Coordinating with the Insurance Company for the addition, deletion and claim related issues.
* Notifying the Government related documents expiry and taking actions.
* Preparing monthly reports to submit in accounts (Transit Visa, JAFZA, edirham)
* Keep the personnel records of all the employees updated. (Personnel Files & Database).
* Time Sheets collections with appropriate approval of the department heads and summarize for the payroll process for all the 500 employees (Dubai, Ras al khaimah, Sharjah, &Bahrain).
* Preparing the Payroll Register and getting approval from the Management.
* Handle Employees Grievance and solving their issues.
* Air Ticket Booking, LPO Preparation and Forward Invoices to Finance Department after checking and verifying.
* Prepare and update a Summary report of all the Employee’s Annual Leaves and Gratuity entitlement.
* Issuance of all kinds of Certificates and Letters after appropriate approvals.
* Prepare Leave & Final Settlements of the employees.
* Opening bank accounts for employees transferring their salaries.
* Other day to day tasks and employee related general reports assigned by the HR Manager & General Manager.

2) Associated with Gulf Turrets LLC, Dubai –as an Executive – HR & Administration from 5th July 2008 to 20th March 2015.

**Company Profile:**

Established in 1998, Gulf Turrets caters to the needs of the Civil, Electro-Mechanical and Telecommunication markets by offering complete turnkey solutions in the UAE and Gulf regions. Head office is located in Dubai and branch offices are located in Sultanate of Oman, State of Qatar and Kingdom of Bahrain. Gulf Turrets is ISO 9001:2008, ISO 14001:2004 and QHSA 18001:2007 certified organization.

**Responsibilities:**

* Validating employees attendance through RDS software on a daily basis for 1500 employees(1200 workers + 300 staffs, UAE, Bahrain, Oman & Qatar)
* Downloading attendance from RDS and uploading the same in ERP
* Processing payroll through ERP for 1500 employees
* Processing over time allowances & travel allowances as per the UAE law
* Preparing & maintaining salary registers and getting necessary approvals
* Preparing WPS file through ERP on Emirate wise as per the MOL regulations
* Uploading WPS file in to the server to credit salary on employees bank a/c
* Working as a ASK HR – to clear about employees payroll queries
* Maintaining &Tracking employees leave details in ERP
* Making the leave salary provisions on beginning of the year
* Preparing and processing leave salary, travel allowance for eligible employees on every month.
* Sending the copy of the resignation letters for approval of HOD / Management
* Informing to the employees about their resignation acceptance and the last day of service
* Calculating the Gratuity as per UAE law
* Preparing the final settlement considering all deductions whichever is applicable
* Collecting the clearance certificates from the concerned department heads
* Collecting back the employee’s official belongings (i.e. ID cards, visiting cards, mobile phone, SIM cards etc.)
* Making necessary arrangements to credit the final Settlement to the resigned employee bank a/c
* Preparing & issuing experience letter to the resigned employees
* Applying employment visas for newly recruited employees upon getting the approval from the management
* Make sure that necessary funds are available in the labour and immigration.
* Arrange medical examination and passport stamping on time for the new joiners.
* Identify personnel for visa expiry and renew the visa upon getting the approval from the management.
* Co-ordinate with the travel agents to booking the tickets for managements, deployment & other official purposes.
* Creating and maintaining personal file for each employees
* Maintaining& tracking the employees passports in the safe custody
* Make sure that newly joined employees are getting proper accommodation and salary advances& preparing MIS report as per the requirements
* Handling HR petty cash for daily expense for HR department.

3) Associated with Vipul Medcorp Pvt Limited, Bangalore as an Administrator from 01st June 2006 to 07th June 2008

**Responsibilities:**

* Insurance company visits
* Data entry of Insurance details
* Assisting in the Office Administration.

**Academic Profile:**

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| **Qualification** | **Year of passing** | **College/ University** |
| B.Sc (Computer Science) | 2004 | SBMR Mahajana First Grade College, University of Mysore |
| Pre-Degree | 2000 | Christian College, Chengannur, University of Kerala |
| SSLC | 1998 | Metropolitan High School, Chengannur, Kerala |

**Computer Skills:**

* ERP software
* MS Office

**Strengths:**

* Ability to manage several assignments simultaneously and meet deadlines.
* Flexible in learning and can convince others easily.
* Punctual and well presented.
* Able to work individually or in a team.
* Able to work under pressure and Problem solving.

**Personal Details:**

Sex : Male

Place of Issue : Dubai

Visa Status : Employment Visa (No Ban)

Language Known : English, Hindi, Malayalam, Tamil

**Reference:**

* Available upon request

**Declaration:**

* I hereby declare that the above furnished are true to the best of my knowledge.