



Mohammed Shafeek TK

HR, Public Relations Officer and Administration

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A dedicated professional with proficiency in managing **Human Resources Management, Administration, Public Relations and Team Building & Leadership**, highly knowledgeable in a wide variety of professional disciplines; focus for a reputed organization, preferably in **UAE**

Executive Profile

- High-energy over, offering **nearly 11 years of career in Human Resource Management & Administration**; dedicated professional with skills in driving strategic **Public Relations** initiatives to realize bottom-line results, streamlining operations and heightening employee productivity by mastering **HR situations**
- Expertise in the issuance of visas such as **USA, UK, Schengen and other countries**; instituted best **HR practices on Payroll Management and Performance Management**; consistently ensured that HR policies & procedures have optimized value across overall organizational processes
- Expert in heading the complete **"Employee Lifecycle"** and ensuring amicable relations among management and employees through the participative schemes and practices
- Resourceful in reviewing and making **recommendations** on policy issues regarding best facility management practice with appropriate **discipline and positive** working environment within the organization
- Skilled in working with **senior management** for integrating human resource functions with overall **business goals & industry standards** and balancing needs of employees & missions of the organization
- Led **Personnel, Resource, Material and Financial Management** of security setup and played a key role in setting up the Administration Framework

Core Competencies

- Human Resources Management
- Payroll and Leave Management
- Performance Management
- Public Relations Officer
- Office Administration
- Fleet Management

Education & Credentials

- 2013:** Bachelor of Commerce from University of Periyar, Tamilnadu
- 2007:** Diploma in Hotel Management from IEC Cochin, Kerala

Technical Skills

- MS Office and SAP (MM)

Career Timeline



Professional Experience

Apr'17 - May'20 with Belhassa International Group, Dubai – UAE as HR and Administrative Coordinator

Key Result Areas:

- Maintained records of personnel data such as salary, personal information, leaves applications, insurance and so on in both paper and the database and ensured all employment requirements were met
- Preparing Payroll, Calculations of gratuity, Leave settlement, Public Holidays, overtime and so on
- Conducted recruitment interview and provided necessary input during the hiring process; explained human resources policies, procedures, laws, and standards to new and existing employees
- Headed orientation session on new HR policies and programs as and when rolled-out; developed and managed the HR knowledge repository to support HR needs
- Ensured recruitment, training, development and retention of high quality staff; monitored achievement of KPIs to identify and implement training requirements
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties
- Managing all documentation for new employment visa, Trade license renewal, Ejari, Civil defence, Group General insurance, Vehicle insurance, Medical insurance, Municipality approval, vehicle renewal and other renewal.
- Supervising other areas of Government sector for the effective and smooth running of the business. (Dubai Municipality, R.T.A, Economic Dept, Dewa, Etisalat, Police, Emirates Post, Civil Defense and so on)
- Providing support to employees in various HR-related topics such as leaves and compensation, Certificates and resolve any issues that may arise
- Coordinating with Landlord (Dubai Mall, Mall of Emirates, DIFC, Meraas, Dubai Properties and Yas Mall) for issuing the new Tenancy contract, Tenancy contract renewals, Ejari, NOC, Invoices and others
- Arranging fleet and fleet operational staff to provide support and monitor and ensure fleet operation in compliance with govt. rules and regulations
- Enabling the business to reduce costs, improve efficiency and ensure compliance across an entire fleet operation by managing all fleet information
- Developed benchmarking functional best practices to focus on development of capabilities to meet present and future goals and mission set by the organization

Sep'14 - Aug'16 with The Office of HH The Crown Prince of Dubai - Govt. of Dubai as Public Relations Coordinator

Key Result Areas:

- Supervised all necessary procedure of escorting crews of His Highness Sheikh Hamdan Bin Mohammed Bin Rashid Al Maktoum (Crown Prince of Dubai) such as Visas, ticketing, Hotel Booking and other
- Prepared all the documentation for the issuance of visas such as USA, UK, Canada, Schengen and other countries
- Performed the general duties related to embassies, consulates, other Government departments and private organization including sister concern; maintained and updated files on applications records, legal documents and other personnel matters confidentially
- Managed all documentation for new employment visa, Trade license renewal, Ejari, Civil defence, Group General insurance, Vehicle insurance, Medical insurance, Municipality approval, vehicle renewal and other renewal
- Directed other areas of Government sector for the effective and smooth running of the business (Dubai Municipality, R.T.A, Economic Dept, Dewa, Etisalat, Police, Emirates Post, Civil Defense)
- Formulated strategic annual business plans and conducted business performance/ monthly & quarterly reviews; collaborated with senior management for successful manpower planning, resourcing and deploying expansion

Previous Experience

Nov'07 - Sep'13 with Red Pepper Group, Dubai - UAE as HR and PR Coordinator

Personal Details

Nationality: Indian

Marital Status: Married

Driving License: UAE Driving License

Visa Type: Tourist Visa

Date of Birth: 19th April 1985

Languages Known: English, Arabic, Hindi, Tamil and Malayalam

Permanent Address: Kerala, India