

## Profile Summary

*A result-oriented Admin & HR professional with 14 years of cross cultured expertise to contribute to a company at both strategic and operational level when delivering people management strategies.*

## Professional Experience

**Essentially Precise, Dubai**

**Admin & HR Manager**, July 2012 – April 2020

### HR Administration

Oversee and support all administrative duties in the office and ensure that office is operating smoothly.

Coordinates and oversees the day-to-day management of supplies and equipment for the office maintaining the office budget.

Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.

Manage, coordinate, and maintain a calendar of MD including appointments, meetings, and travel.

Performing employee's personal files audit to ensure records are up to date and maintained.

Monitor and process documentation required for visa/labor renewals, tickets reimbursement as required.

Administer and manage employee insurance plans.

Recording, maintaining, and monitoring attendance to ensure employee punctuality.

Renewing the company Trade License & Establishment Cards on a timely manner.

### Recruitment

Managing organization's recruitment, interview, selection, and hiring processes.

Overseeing the day-to-day management of the recruitment process, including reviewing job descriptions, website advertising, updating of the company resource plan, sifting and selection of CV's.

Interviewed potential hires, negotiated salaries and benefits, and performed reference checks.

Responsible for the complete on boarding process, including ensuring completion of the new hire set-up, paperwork and formalities.

Prepare employees for assignments by establishing and conducting orientation and training programs.

Develop office policies and procedures, and ensure they are implemented appropriately.

Provide support to employees and managers regarding general HR issues, as well as during group wide HR initiatives (e.g. appraisals, promotions, etc.).

Assisting payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules) and Preparation of full and final settlement.

Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.

Maintaining the Human Resources Policy Manual up to date by revising the policies and procedures in line with the company benchmarks and employment law regulation.

## **Experience**

**EDS an HP Company, India**  
**Sr. HR Executive, 2006 - 2011**

**Eapen Varghese & CO., India**  
**HR Assistant, 2004 - 2006**

## **Education**

**Diploma HR Management, Current.**  
**Indian School of Business Management & Administration, India.**

**Bachelor Of Arts, 2011.**  
**University of Mumbai, India.**

## **Personal Info**

Date of Birth	December 18, 1986
Religion	Christian
Nationality	Indian

Marital Status	Married
Visa Status	Resident Employee
Languages	English, Hindi
Interest	Reading Novels, Travelling

I hereby declare that above furnished information is true and to the best of my knowledge.