



VIPIN GOPINATH

PROFILE SUMMARY :

Upbeat, success-driven human resources professional with 12 years of proven track record both in the HR Management and Administrative functions for Multi-National Company in UAE

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DATE OF BIRTH :

02nd May, 1988

NATIONALITY :

Indian

PASSPORT NUMBER :

S3649709

PASSPORT EXP.DATE:

20th February, 2028

CURRENT VISA STATUS :

Visit Visa – Valid till 25/10/2021

HARD SKILLS :

On-Boarding	Recruiting
Employee Relations	Interviewing
Finance Skills	Decision Making
Business Management Skills	Legal Knowledge

SOFT SKILLS :

Problem Solving	Organizational
Emotional Intelligence	Persuasion & Teamwork
Confidentiality	Communication

WORK EXPERIENCE

Senior HR Administrative Officer | May 2021 to Present |

Invent Group of Companies - Subsidiary of Raibal (**Fujairah Holding**)

HR Administrative Officer | December 2008 to March 2020 |

TERNA S.A - Abu Dhabi, Sharjah & Dubai – UAE

Responsibilities

- *To facilitate to the mobilization/demobilization of employees in accordance with the company procedure and policies and labor law
- * Preparing and submitting employee’s monthly provision reports
- * Medical test arrangement for new joiners
- * Checking leave and final settlement of employees and maintaining files and records of each Employee
- * Payroll Supervisor – Preparing and finalizing payroll of staff and labors for both TERNA Abu Dhabi, Sharjah& Dubai branch through WPS system and C3 Payroll portal services accordingly
- * Maintain and control the Master file for all employment related document to ensure timely issuance and renewal before expiry
- * Maintain and administrate a master file for employment visas to monitor status, ensure timely process and avoid fines
- * Providing timely and effective Administrative support to the Government Relation Officer in all employee related governmental process and formalities
- * Monitor and control the unused/expired visa to ensure effective utilization of the current MOL work permits quota and bank guarantees
- * Process the Emirates ID registration application for new resident employee and ensure issuing the current one’s ID’s in line with the governmental timelines to avoid fines
- * Assist with the preparation of motions, policies and procedures

- * To ensure all employees work permits, visa, medical insurance, legal documents and formalities are processed and obtained in good time where no fines are incurred or file becoming blocked
- * Support staff in assigned project based work
- * Interact with clients, vendors and visitors
- * Prepare responses to correspondence containing routine inquiries
- * Create and modify documents such as invoices, reports, memos, letters and financial Statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs
- * Make travel arrangements for staff and management
- * Setup and coordinate meetings and conferences Coordinate and maintain records for staff office space, phones, parking & company credit Cards
- * Preparation of petty cash statements for site expenses
- * Research, price and procuring office furniture, equipment and supplies
- * Collect and maintain inventory of office equipment and supplies
- * Handling renewal of Tenancy contracts, Insurance and other related activities
- * Providing full administrative support in all areas to the accounting Department
- * Resolving employee’s complaints
- * Other duties as assigned

EDUCATIONAL BACKGROUND

- Master Program in Business Administration (**MBA**) - IIBM Institute of Business Management (**In Progress**)
- Bachelor of Business Administration (**BBA**), Calicut University
- Diploma in Computer Hardware & Network Engineering
- HSE (Commerce) from Kerala Board
- Secondary School Leaving Certificate

LANGUAGES

- Hindi, English, Malayalam, Tamil & Arabic (Elementary)

COMPUTER KNOWLEDGE

- Computer Hardware & Networking Engineering
- Desktop support for users
- E-Mail Applications – MS Outlook and MS Outlook Express
- Configuring & Installing Network Plotters & Network Printers
- Tally 2009
- Good knowledge in Microsoft Word, Excel, PowerPoint & Access
- HR Software (Sapience HR & Payroll solution)
- Customer service excellence training
- Internet & Email

REFERENCES : Available on request.