



# NOUSHAD KA

HR / PAYROLL AND BENEFITS ADMINISTRATOR



Dubai - Sharjah Road, Dubai, United Arab Emirates



0567935985



abdulnoushad9@gmail.com

## ABOUT ME

A result driven, self-motivated and resourceful with practical hands on operator possess rich experience of 9 years in India with multinational companies for clients based in USA, Netherlands and others. 3years of experience in UAE as HR / Payroll and Benefits Administrator.

## LANGUAGES

ENGLISH

HINDI

MALAYALAM

## DRIVING LICENSE

Driving license category  
Automatic

## WORK EXPERIENCE

### FATHIMA GROUP OF COMPANIES

Apr 2018 - Present

#### HR / Payroll and Benefits Administrator

##### Key Responsibilities

Responsible for End to End Monthly payroll processing through SAP and coordination, administration of Human Resource tasks as per company policies.

##### Payroll

- Preparing and processing of the monthly payroll for over 2000 employees through SAP System.
- Receiving attendance, verifying and consolidation
- Attendance management.
- Staff's transfers in Biometric.
- Payroll reconciliation.
- Salary processing through C3.
- WPS Reconciliation.
- Answering payroll queries.

##### HR Operations

- First point of contact for HR related matters ensuring that all core process and day-to-day activities are developed and delivered to execution level.
- Keeping a track of the attendance of the employee.
- Monitor leave management system and perform necessary changes and updates on regular basis.
- Leave Management (Collection of Mandate documents from concern branches & preparation of LSB as per their eligibility etc.)

## PERSONAL DETAILS

### Date of birth

09-04-1983

### Nationality

India

### Visa status

Employment

### Marital status

Married

- Maintain and updates Employees files to ensure complete set of documentations.

### Employee Relations

- Responsible for HR documents (Salary Certificates, STL, Payslips, NOC, Experience Certificate, etc..)
- Management of exit process and closure of full and final settlement for all exit cases.
- Managing transfer out and transfer in case both in terms of systems updates as well as manual documentation.
- Medical Insurance application processing for employees- Renewal, New applications, Cancellations and obtaining COC for Abu Dhabi and Dubai visa holders.

### Recruitment & Selection

- Create job requisition for internal and external vacancies and also for potential vacancies communicated to us for successful on-boarding procedures.
- Coordinates with hiring manager on hiring requirements.
- Advertising Vacancies, screening and shortlisting resumes through various job portal.
- Conducting initial telephonic interviews.
- Coordinating interview with line managers.
- Preparation of offer letters for the selected candidates.

### On-Boarding & off-Boarding

- Documentation briefing.
- Ensuring that filed in the personal file of all employees.
- Generating the employee number through SAP System and updating the employee data in the system.
- Enrolling new joiners in biometric for attendance purpose.
- Conduct exit interviews to identify reasons for employee for resignation.
- Separations updating in the SAP system.

**THUNNUS  
INDIGO  
MARINE  
EXPORTERS.**

Cochin  
Mar 2014 -  
Aug 2017

- Update all HR record to reflect joiners and leavers.

Personal Management

- Ensuring that contract renewals are done in a timely manner.
- Coordination and clarify with PR staff for visa , work permits, passport renewals, contract signing, status of documents Etc.
- Maintaining & Ensuring that Personal files are being updated regularly.
- Handling administration of all contract labour.
- Doing Visa Renewals & cancellation through E-CHANNEL.

• **Export Coordinator**

Thunnus Indigo Marine Exports Private Limited is a NETHERLANDS based exporting company. The company is an international tuna trading and Distribution Company a pioneer in providing responsibly caught tuna to its customers worldwide, while providing optimal transparency and 100% traceability throughout the entire tuna supply chain.

Key Responsibilities:

- Preparing shipping documents.
- Maintaining job files & Record files related to Export and Import shipment.
- Arranged international shipments for customers ensuring documents are completed correctly.
- Handled customer's enquiries and resolved issues through phone and emails
- Verifying shipping documents and approved.
- Processed customer's orders and monitored the order process / tracked cargo to destination.
- Processed the data with the help of the predefined formulae.
- Maintained the daily transactions data in the MS excel sheets.

- Prepared daily/weekly reports for different departments as per their standard formats.
- Cater to the customer queries daily.
- Updated the report formats as per the instructions from the higher management.

## SUTHERLAND GLOBAL SERVICES

Cochin  
Jun 2012 - Feb  
2014

### • Consultant

Sutherland Global is technology and analytics enabled Business Process Outsourcing enterprise delivering end-to-end integrated BPO solutions.  
Project.

Client : Standard Insurance, Portland, Standard Life Insurance Company, New York, USA.

The standard Insurance company provides disability, life, dental and vision Insurance. The company offer a variety of group employee benefit Insurance products and retirement plans as well as individual disability income insurance and individual annuities.

- Software Used : Stars, Proclaim

### Description

Scope of this project set up a new claim on claim system by Review the documents (Employee Statement, Employer Statement, Attending Physician Statement) and maintain customer Personal details on mainframe. Contact applicant employer and verify the employment details and finally approve or deny the claim.

## NEST INFORMATIO N TECHNOLOGI ES

### • Analyst

Nest Information Technologies Private Limited - Service Provider of global it services outsourcing, remote management services &

Cochin  
Oct 2008 - Apr  
2012

business continuity & aappvailability services  
in Kochi, Kerala.

#### Project

Client - REDVISION (A title search and real  
property data solutions company in USA)

#### Description

Scope of this project to prepare different  
kind of reports like deed and mortgage report,  
ownership and encumbrance report, liens and  
judgment report, tax report from  
electronically attached images for a highly  
reputed client REDVISION a title search and  
real property data solution company.

### EDUCATION

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ANNAMALAI  
UNIVERSITY

● MBA

MG  
UNIVERSITY

● Bachelor of Arts

### SKILLS

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COMPENSATION AND  
BENEFITS

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LEADERSHIP & DECISION  
MAKING

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PROBLEM SOLVING

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TEAMWORK

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FLEXIBILITY

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