



SHASHI PRADIP DHARAMDASANI

E-mail : shanvikapd@gmail.com

Contact Details: 050 - 1036543

OBJECTIVE

- Aspire to build a long-term career with a progressive, competitive, challenging and rewarding environment.
- I have equipped myself conceptually and practically towards achieving my career goals and like to seek an opportunity accordingly.

PERSONAL PROFILE

- Dynamic and results-driven professional with experience in Customer service, managing sales, marketing, and personnel.
- To obtain a position in a dynamic company where an extensive experience of Human Resource and Employee relation will be fully utilized.
- Seeking to provide top quality client focused relationship to ensure competitive advantage in the global market.
- Customer service oriented with good communication skills, multi-task handling and ability to work under pressure.
- Proactive, dedicated and committed to accomplish company targets and personal goals.
- Time management, effective problem – solving skills to achieve challenging task assigned.
- An extremely conscientious and detail-oriented individual with excellent organizational and administrative skills.

HIGHLIGHTS

- HR Officer (Admin & Sales)
- Team building – leadership.
- Staff training and development
- Strong Communication
- Time- management
- Quick problem solving
- Work under pressure

WORK EXPERIENCE

Magic Arabia Tourism LLC **HR Officer**

August 2022 to June 2023

- Recruiting new staff, screening, shortlisting, releasing offer letter including orientation and training new staff members.
- Approving Job descriptions, coordinating with hiring managers and follow recruitment to ensure that job descriptions are updated prior to commencing the recruitment process.
- Follows up with all relevant stakeholders to ensure that reference checks security paperwork and other new hire documentation is received by HR.
- Creates and maintains secure and confidential HR database and filing systems. Serves as a point of contact for new hires with questions arising during the onboarding process and for employee relations issues.
- Administers the temporary recruitment process using proprietary HRMS, Monitor attendance records, Annual leave with annual performance. Coordinate with payroll compensation and end of service benefits to ensure the registration of the employees benefit programs.
- Participates in relocation of all overseas hires including flight bookings airport pick up and hotel accommodation.
- Prepares a variety of scheduled and ad hoc reports for DIRECTOR analysis.
- Demonstrate a commitment to HCTS Emiratization program and professional development initiatives for UAE National employee.
- Advise line managers, staff on employment law policies and procedures.
- Negotiating salaries, contracts, working conditions and redundancy packages with staff.
- Prepare salary certificate, NOC letter, Employment certificate, warning letters.

Oman Insurance Company **Marketing Administrative Assistant**

January 2018 to July 2022

- Work with sales and marketing team to manage database, special projects as assigned, contact list, tracking customer data and organizing product information.
- Promote company's goods and services to clients, increase brand popularity and handling clerical duties.
- Handling calls to collect information about customers demographics, interests and buying habits.
- Create targeted campaigns.
- Generates sales to achieve maximum profitability against annual sales targets.
- Develop and maintain relationship with external service providers and agency providers.
- Identify and exploit new sales opportunities with existing and potential customer.
- Establishes and maintain effective communication links with other department or customer to identify all sales or marketing opportunities.
- Ensuring the success of awarded projects by monitoring progress level with providing top quality service after sale.
- Co-ordinate with graphic designer to design advertisements, brochures and launching date.
- Manage the sales performance records and proposals for new business opportunities.
- Manage team calendars including deadlines, meeting preparations, scheduling appointments for manager and team, presentations, and company's website.

MIND SPIRIT DESIGNS & WORKS L.L.C.
Admin and HR Assistant

July 2013 to December 2017

- Completely responsible for recruiting, screening, and providing systematic induction for new employees.
- Prepare and maintain HR documents like employment contracts, internal data base, regular reports, personnel records, performance records and memos on HR Metrics.
- Monitor and record employee attendance time sheets and leave request.
- Track probation reviews, communicate the process of annual appraisals, ensure resignation letters are received.
- Recommend and execute policies, procedures, rules, and regulations for employees in company.
- Facilitate staff medical and group life insurance followed with claim procedures.
- Provide attendance and leave management on monthly basis to HR and Admin Manager for payroll input.
- Well versed with HR software like HRMS/HRIS.
- Track visas passport renewal, visa application and cancellation on daily basis with PRO.

OTHER QUALIFICATIONS

1. Diploma in computer applications, Internet applications, MS Office, Google documents, Tally & basic web page.
2. Diploma in typing with @ 40 words per minute.

OTHER PERSONNEL INFORMATION

- Marital Status : Married.
- Visa Status : Husband's visa.
- Driving License : UAE Valid
- Education : Bachelor of Science and D.M.L.T