



SURAJ RAJAN

+971501306753

surajrajant@gmail.com

UAE

**Position Applied: HR Executive / Administration
Executive / Office Administration /
Valid UAE Driving license
Joining immediately**

Education

► **Master of Business**

Administration (Marketing &
Human Resource Management)
Bangalore University, India

► **Bachelor of Science** Bangalore
University, India

► **Diploma in Computer
Applications & Business
Management** (Government
Polytechnic, Kerala, India).

Technical Skills

- Microsoft Teams
- Microsoft Office
- Maximo Software Ver. 6.3
- SAP Net Weaver

Abridge

Result-oriented, adaptable and self-motivated professional having 14 years of experience in different organizations in UAE and India. Seeking an opportunity with a growing and dynamic organization where I can develop my skills, continue to advance my career and be able to contribute to the growth and success of the organization.

Career Graph

March 2009– June 2021

ADNOC REFINING ABU DHABI ON CONTRACT

Position – **HR/ ADMINISTRATION EXECUTIVE**

Job Profile

- Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational issues.
- Coordinating with HR department for compiling and updating employee details.
- Processing personnel reports, documents regarding staffing, recruitment, training, grievances, performance evaluations etc.
- Manages complex and frequently changing travel and meeting requirements for HR team.
- Assist in preparation and participate in regular, recurring performance reviews, meetings, trainings, survey's etc..
- Develop and maintain alert system for upcoming deadlines on incoming requests, projects and events.
- Assist with team building initiatives and overall support for maintenance of employee culture and morale.
- Follow up and coordinate on the job training, courses, progress of trainee staff to management.
- Ensuring that the KPI target of releasing Monthly reports on time is strictly followed.
- Arranging & conducting interviews / initial screening of the candidates/ helping in recruitment processes.

Trainings & Workshops:

- ▶ ICDL Certified from Al Khawarizmi International College, Abu Dhabi
- ▶ Advanced Excel Training
- ▶ Soft skills training and personality development
- ▶ Motivational training
- ▶ Customer Relationship Management.

Personal Skills

- ▶ Strong inter - personal and communication skills
- ▶ Ability to easily understand new concepts with minimum refractory time
- ▶ High adaptability
- ▶ Perseverance and Integrity to Work
- ▶ Objectivity
- ▶ Innovative thinking

Personal Details

Nationality : Indian

Date of Birth : 28th July 1980

Marital Status : Married

Passport No. : M5652339

Visa Status : Visit Visa,
expires on 26th
February 2022

- Providing orientation for new employees, familiarization program and scheduling their training needs.
- Arranging Final Interview Schedule with Department Heads/ Management.
- Familiar with UAE labour law guidelines.
- Arranging safety induction, preparation of passes, verification of security cards and applications for permit to work, permit to drive etc.
- Preparation of various reports (Daily, Monthly, Weekly and Yearly).
- Preparation of Annual leave schedule for employees in SAP.
- Handling employee transfer/ resignation/ termination process.
- Follow up with insurance section for new/ renewal of medical insurance.
- Coordination with Health & Safety & Training Departments for tracking and follow up of all training and protocols of personnel.

August 2008– February 2009

ADNOC GAS PROCESSING ON CONTRACT

Position – **OFFICE COORDINATOR**

Job Profile

- Coordination with the Safety and Security department for conducting safety induction, permit to work etc.
- Continuous interaction with consultants for arranging their visit to the refinery which involves providing accommodation, transportation, safety induction, refinery visit assistance etc.
- Preparing Interview Assessment Sheet, getting approval from Division heads.
- Arranging meetings, preparation of Agenda, minutes of meeting and arranging the required premises for meeting.
- Data management both manual and in system.
- Obtain approval to process Visa's & Coordinate with PROs till completion of employment Visa/Family residence Visa process for Management Staffs.
- Update and chase delegated tasks to ensure progress to deadlines.
- Address and resolve payroll related general issues.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee

<div>Languages : English, Hindi & Malayalam</div> <div>Hobbies</div> <div>Travelling, Music, Movies</div> <div>Reference</div> <div>Mr. Abdulaziz Nawab Blooshi</div> <div>Operations Manager, Ruwais 1</div> <div>Adnoc Refining</div> <div>(+971) 50 7225269</div> <div>abdulazizn@adnoc.ae</div>	<div>Previous Work Experience</div> <div>2007 – 2008</div> <div>TECHSOFT SYSTEMS LTD.</div> <div>Position- Sales Executive</div> <div><div>➤ Techsoft Systems is a computer sales organization involved in sales of both branded and assembled Personal Computers. The job involved creating new business, providing after sales support, arranging loans for both individual and firms.</div></div> <div>March 2004 – March 2005</div> <div>CONVERGYS INDIA SERVICES</div> <div>Position- TECHNICAL SUPPORT OFFICER</div> <div>The technical support center for Microsoft Windows XP was located at Convergys India Bangalore Centre.</div> <div><div>➤ Maintaining good customer relationship throughout the call while educating them about the product and informing them about the new features and products which are to be released in future.</div><div>➤ Handling customers in different moods, converting a displeased customer to a loyal customer and creating new customer leads.</div></div> <div>Part Time (while pursuing MBA)</div> <div>META I TECHNOLOGIES</div> <div>Position- OPERATIONS OFFICER</div> <div><div>➤ The job involved visiting various educational institutions to arrange recruitment activities on behalf of our clients. The interview process started with calculating and arranging the students who meet the minimum criteria, administer the preliminary examination and sort out the qualified candidates for personal interview and group discussion.</div><div>➤ The challenges involved keeping the time limit, maintain utmost integrity of the question paper as well as evaluation process in order to avoid any sort of mal practices.</div></div>
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I hereby declare that the information furnished above is true to the best of my knowledge.

Suraj Rajan