

HAREESH KAKKANATT.

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Looking for **Senior Level HR /ADMIN/OPERATION JOB**

7 yrs. GCC Experience in Manpower Supply / Recruitment Company .



Experience in: - Recruitment, Client relations, Labor Services sales, Business development, HR, Administration and purchase management functions in UAE.

Experience with in Middle East Market – majorly dealt with Oil and Gas companies in Abu Dhabi. I have almost 7+ years of experience in Oil & Gas Service Industry as an Office Administrator / HR Officer / Mobilization Coordinator / Document Controller in Labor Supply Department.

Core Competencies

- Recruitment & Selection
- Visa process.
- Mobilization & Demobilization
- Renewal process
- Licensing
- Various type of Gate passes
- Insurance & WC policy
- Off shore & On shore coordination
- Operation of Manpower
- WPS transfer
- HR Operations
- Problem solving abilities
- Organisational Development
- Time & Leave Management
- HR Policies & Manuals
- Emp. Retention & Grievances
- Mobilization Support
- MOL/Emigration Jobs

PROFESSIONAL SNAP SHOT

Company Name & Location	Designation	Duration
Gulf Oasis Manpower Supply LLC & Oasis Gen Cont LLC Abu Dhabi, UAE	HR Operation Asst. Manager	April 2011 – Till Date
Citadel Architects & Engineering Banglore, India.	Admin Officer	May 2008 – April 2011

Duties: -

Handling HR & OPERATION side in Manpower Supply & Recruitment Company. Have main role in Recruitment, Interview, Mobilization, Demobilization, Visa process, Renewal Process, Licensing, CNIA, DAMAN, Workmen compensation, OPTIMA passes, off shore & on shore project coordination, WPS salary Transferring, Final settlement calculation, Leave salary calculation. Also have a good knowledge about UAE labour law.

OBJECTIVE:

To work in a vibrant environment, learn new technologies and give my best. Seeking a challenging career in the industry, that provides ample opportunity for amassing in a rich experience and technical process to become an indispensable asset to the organization.

WORK EXPERIENCE:

- More than 9 Years' experience as Administration Officer.

Gulf Oasis Manpower Supply – Abu Dhabi, UAE (April 2011 to till date)**SKILLS: -****POSITION: RECRUITMENT & LABOR SUPPLY OPERATION OFFICER**

- Having extensive years of experience in the Operations Management of LABOR SUPPLY.
- A Highly qualified professional having experience in handling mid-management administrative assignments and HR related roles - Classifying, Recruiting the right candidate, Training, Promoting, Facilitating mobility, Maintaining/updating individual record.
- Providing administrative services to higher level management and Manpower Planning & Deployment in accordance to the organizational requirements.
- Excellent ability of enhance the operational efficiency and maximize the operating funds and Demonstrate good judgment with the ability to make timely and sound decisions, versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Experienced in managing business relations and variety of projects and Strong interpersonal skills and the ability to deal effectively with a diverse group of individuals.
- Coordinate between sales team personnel, clients and vendors.
- Excellent presentation skills as well as written and verbal communication skills with the ability to effectively communicate at all levels in the organization.
- Proficiency in supporting project teams based on standard procedures and policies.
- Maintain all payroll systems and manage records and files.
- Huge ability to answer all queries from clients, vendors and employees.
- Plan, direct, and coordinate supportive services of an organization, maintain facilities and supervise activities, keep records, distribute supplies.
- Experience of developing and maintaining information systems to support effective working.
- Prepare badges, passes, and identification cards, and perform other security-related duties.

Duties & Responsibilities:

- Maintaining and updating Employees Personal files (CV, Passport Copy with Visa stamping page, Medical Fitness Certificate, Emirates ID Application, Emirates ID Copy, Insurance Card Copy, Labour Contract, Signed Offer copy/Test paper copy (if applicable), Experience certificate copy, Education Qualification copy), Leave applications, Warning Letters or any other related documents to the particular employee;
- Maintain Staff Attendance, Site-wise Labour Time Sheets, Prepare/Calculate Payroll as per UAE Law and process WPS;
- Co-ordinate with PROs for processing new visas. Renewal, license renewal, Vehicle Registration renewal etc.
- MOL or Immigration processed papers to submit same day in Accounts with Employee name and file number;
- Maintaining Annual Leave/Emergency leave records, in case not arrived on time or finished 6 months after travel, need to take immediate action as per UAE Law. EoS calculation and arrange to exit;
- Complete time-to-time works of MOL or Immigration or Municipality or any establishments related paper workers. Penalties for any delay of submission or any other reasons, concerned person is responsible for the payment.
- If any one of employee take more than 2 days off without permission or Medical certificate, responsibilities to take immediate action and in case absconded surrender all employees related documents in Police as per UAE Law.
- To present and handle Labour inspection by taking whole responsibility.

Clients Handled: -

ADNOC, GASCO, GRANITE, ESSAR, ORASCOM, PIVOT, TECNOVE, SPARK, ASPEN CREATIONS, GALVA COAT, INJAZ NATIONAL, CHRONICLE INTERIORS, DYNAMIC MOTIONS, DHAFIR TECHNOLOGIES, SMART DIMENSIONS, BAUER etc.....100 +.

OTHER GENERAL RESPONSIBILITIES:

Control the entire company operation and follow the day-to-day activities and reporting on employee performance, Manpower Planning & Deployment in accordance of organizational requirements

Maintaining Annual Leave/Emergency leave records, in case not arrived on time or finished 6 months after travel, need to take immediate action as per UAE Law and Complete visa processing including applications typing, and full responsible for new/on-boarding workers, Able to easily connect with others, uncover information, communicate clearly and be persuasive in negotiating contracts.

Provide service, support and assistance to new and existing employees on their requirements such as driving license, car registrations, accommodation and legal requirements to ensure that PR services are provided as required, Renew, update and maintain the trade licenses and other government certificates of all company's legal entities in the UAE to ensure that the documents are up-to-date.

Manage the entire administration function, under the guidance of Director.

Managing office administration, banking operations, company records, computer applications, and appointment of visitors, and arranging the official meetings with team executives for developing company activities.

EDUCATIONAL QUALIFICATION:

- ✓ Graduation in Mathematics from Sree Kerala Varma College (Kerala in 2004-2007, India).

ACHEIVEMENTS:

Passed C and B certificate in NCC (National Cadet Corps) under Indian Army.

INTERESTS:

Percussion in traditional instrument 'Chenda'.

Reading books and listening to music.

EXPECTATIONS:

- Searching for a good established company with highly organized staff to get a good platform to perform very well and become a good professional.
- Hopefully I can do myself everything in the HR filed for our company with high level confidence. Then, I am expecting the income for my hard work is **AED 10,000/Month**.

PERSONAL DETAILS:

Marital Status : Single
Nationality : Indian
Age & Date of birth : 32, 19/05/1986.
Language Known : English, Hindi, Malayalam & Tamil.

PERMANENT ADDRESS:

Father's Name : Late Mr. Mani Nair.
: Kakkanat House, Chathakudam,
: Vallachira P.O,
: Thrissur.Dist.
: Kerala – 680 562. INDIA
: Ph: 09745091461.

PRESENT ADDRESS:

: Oasis Gen Cont.LLC
Abu Dhabi - UAE
00971 56 299 3776
00971 2 650 9393

PASSPORT DETAILS:

Passport No. : S 1245688
Place of issue : Abu Dhabi, UAE
Date of issue : 21-01-2018
Date of expiry : 20-01-2028

Place: Abu Dhabi
Date: 28-08-2018.

yours truly
(Hareesh K.)