

SATNAM SINGH ARORA

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Human Resources and Administration Manager

Able administrator with total command and control on the HR, Administration, PR department while maintaining enthusiasm, true team-spirit and morale of the team. Well versed with UAE Labor Law.

An Ex- Serviceman (Indian Navy) - Leads by example of 'Service before self' mindset.

Key Skills

- HR Management
- Facilities Management
- Office Administration
- Public / Government Relations
- Crisis management
- Integration
- Recruitment
- Security and Safety Management
- Fleet Management
- Change Management
- Internal Audit
- Onshore / Offshore mobilization
- Industrial Relations
- General Management
- Cost Control
- Training and Development
- Employee retention
- Trainings

Experience Summary

Altrad Group – Cape East Limited & Amb Hertel LLC

Aug 2020 till present

Project Integration Manager and HR Manager

Merger of AMB Hertel LLC and Cape East Limited LLC.

Heading HR, Administration and PR department for Cape East Limited LLC

Advisor to the Managing Director.

Total HR, PR and administrative support to onshore and offshore projects

Recruitment of Staff and Workers (in bulk) locally and overseas from India, Pakistan and Nepal.

Labor Camp management in Abu Dhabi and Dubai

Air tickets and movement control – especially men off shore

Petron Emirates Contracting LLC

01 Nov 2016 till Jul 2020

HR and Administration Manager

Taking care of entire HR and Admin operations for 3000 plus employee company In UAE consisting of 3 workshops in Dubai and 2 in RAK along with other Engineering Construction project sites including EMAL - Bachtel Petrofac JV Project in Taweela (Abu Dhabi). Member of Top Management team for all strategic decisions for the company operations including manpower planning, forecasting and costing.

Capital Marketing Group

Aug 2015 till Oct 2016

HR and Administration Manager

Managing entire HR-Administration and PR functions of all the companies of the Group – which includes OOH Media, Print Division, Advertising, F&B division and others. Overall responsible for Recruitment, Appraisal, Employee retention and engagement Payroll, Attendance, Grievance Management, General Administration and Utilities expense control, Trade Licensing and Tenancy Contracts / Leasing and control of PR activities like visa application, cancellation, renewals etc.

Prologix LLC - Manager

May 13 to July 2015

***Head of Security Systems Division** for the company and commissioning of new company 'Emirates Express Systems' in Dubai. In-charge of the entire Admin -HR and Operations to make it a profit center. Handled Multi Projects with regards to supply, installation and commissioning of ELV Systems in Building Projects like Hotels, Schools, Residential townships, Commercial set ups and offices etc.*

Paper Chase International, JAFZA –

Sep 2011 to Apr 2013

Head HR and Administration

Managing entire HR and Admin role for the company in Dubai and Sharjah. Taken care of Payroll, Recruitment, and Grievance Handling etc. Lease and Licensing, Utility payments, Fleet management, general office administration support to all departments. Safety and Security of the warehouses, offices and for two factories of Paper recycling.

Head – Administration

Managing day to day HR and PR activities. for UAE, Kuwait, Qatar and Bahrain. Areas managed – .,HR operations, Leave Management, On boarding, Employee grievance, Office management, Lease and Licenses, Insurances, Safety and security, Staff Accommodation, labor camp and Mess control, Utilities, Repairs and Maintenance, Passport control, Transport Management, Public relations and dealing with government agencies and managing day to day expenses, purchase and petty cash expenses etc.

Educational Qualification and Trainings

Degree / Certificates	INSTITUTE / UNIVERSITY	CITY	GRADE	YEAR
PGDBA - HR	ICFAI	Dubai, UAE	I	2009
MDBA - Marketing	SYMBIOSIS	Pune, India	1	2005
B COM	St. Xavier's College	Mumbai, India	II	2001
General Management	IIM (Ahmadabad)	Dubai	I	2011
Administration Management	IIR (Dubai) / IAM (London)	Dubai	I	2009
Materials Management	All India Institute of Management Studies	Chennai	I	2003
Leadership Training	Human Minds – Al Batha Group	Dubai and Sharjah	-	2008 and 2009
Safety Management (OSHA)	Canadian University of Dubai / National Safety Council - USA	Dubai	1	2010

Personal Details:

- Ex Serviceman – **INDIAN NAVY**
- Date of Birth – 1 Jun 1974
- Nationality – **Indian**
- Permanent Residence : **Mumbai**
- Current Location : **Al Reem, Abu Dhabi**
- Outstanding **Hockey Player and Coach**
- Holding UAE Driving license

