

SUNAND VIVEK PV

Position Applied for HR Administrator

PROFILE

Looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. I have **five** years of experience in diversified fields of **HR Administrator**, with leading companies in India and UAE. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution

WORK EXPERIENCE

Organization : Future metro Tech cont. LLC. Dubai
Duration : Since July 2015 to Till Date
Role : Human Resource Administrator



Role:

- Manage the day-to-day operation of the Human Resources and ensure effective administration of Human Resources policies, procedures and program that will satisfy both the employee and the company.
- Accountable for the complete HR activities including re-sourcing, recruitment, selection, compensation and benefits employee relations, staff welfare, PRO duties and other HR procedures.
- Visa Procedures and On-boarding process for new hires (Labour and Immigration documentations), up to Exit Interview and repatriation.
- Assist employees with basic HR related inquiries, ensure timely follow-up & escalate matters when necessary.
- Assist employees and managers with day to day HR policy related queries, complains and suggestions, directing staff questions to Personnel and Admin Manager or other respective individuals within HR department.
- Responsible for filing records and pertinent documents in the employee file and ensure its availability at all times.
- Prepare, secure signatures and approval of personnel transactions such as promotions, transfers, terminations and disciplinary letters, employee statistics/headcount.
- Prepare correspondences for the following; Free zone requirements letters, Salary certificate, Visa letters/certificates, Experience certificates.
- Responsible for booking air tickets, hotel and travel arrangement for all staff and company guests.

Recruitment/Selection and On-Boarding:

- Responsible for Manpower Planning and Recruitment & Selection for existing & upcoming projects. Managing the complete hiring cycle from resource database screening, evaluation, scheduling interviews/meetings & salary negotiation and developing employment contracts for successful candidates.
- Responsible for the implementation of the Recruitment Policies and Procedures.
- Coordinate/Facilitate & Present joining formalities as well as conducting orientation for new employees and making new joiners aware of the company's rules & regulations and subsequently follow-up of progress of new recruits in their jobs through the induction & probationary period.
- Responsible for tracking the performance appraisals of newly joined employees on completion of or extension of the probationary.
- Conduct exit interview and other cancellation formalities to ensure smooth exit.

Visa Procedures:

- With sound knowledge of immigration and labour procedures.
- Coordinate with PRO for new visa, visa renewal, visa cancellation, medical test, Labour contract amendment Emirates ID (EID) processing.
- Passport custodian - Strictly implement timely retrieval of the passport as per the date specified in the retrieval form.

Organization: ABBAS ALI & CO - Since 2012 to 2013

Duration : Since 2012 to 2013

Designation : Audit Assistant

Role & Responsibilities:

- Co-Ordinate with auditor, providing various documents to Auditor in supporting of General query.
- Regular watch on General Ledgers.
- Handling Accounts Receivable, Accounts Payable and Inter Company transactions.
- Liasoning with Internal auditor, in order to process the smooth functioning of the day-to-day activities.

ACADEMIC QUALIFICATION

- **Master in Business Administration (MBA) HUMAN RESOURCE**

Pondicherry University (2012 - 2014)

- **Bachelor of Business Administration (BBA)**

Kannur University (2009-2011)

PERSONAL DETAILS

Name : Sunand vivek
Date of Birth : 30 October 1990
Marital Status : Married
Nationality : Indian
Passport Number : J8762663
Issue Date : 22/08/2011
Expiry Date : 21/08/2021
Languages Known : English, Hindi, Tamil, and Malayalam.

I hereby certify that the above particulars are true and accurate to the best of my knowledge. In the event of being appointed for the above post, I will perform my duties to the maximum satisfaction of my superiors.

Thanking you.
Sunand Vivek P.V