

Deepak Sharma

Human Resource Staff

✉ deepaksharma@hdec.co.kr
☎ +91 96318 15142 ,964 780 989 0645
📍 Konhwa More,Post-Pasarma
Dist-Gopalganj,bihar-841428

Dear Sir,

With over 10 years of experience in administrative roles, I am excited to apply for the position of HR Staff at your esteemed organization. My familiarity with HRIS, ERP, and SAP, coupled with expertise in invoice clearance, payroll, and travel arrangements, makes me an ideal candidate for this role.

Throughout my career, I have demonstrated proficiency in manpower mobilization, understanding local labor laws, and efficiently handling visa processing and worker contracts. Additionally, I possess in-depth knowledge of local and overseas procurement, ensuring smooth arrangements for manpower facilities, including food, accommodation, medical, and vehicles.

I am confident that my skills and dedication will contribute significantly to your organization's success.

Thank you for considering my application.

Deepak Sharma

CONTACT

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SKILL

- Problem Solving /Multitasking
- HRIS, ERP, SAP
- Payroll Processing
- Proficient in MS Office
- Invoice Clearance
- Travel Arrangement
- Visa Processing
- Worker Contract Procedures
- Local Labor Law Compliance
- Procurement (Local and Overseas)
- Excellent Communication skills
- Excellent Diplomacy and
Negotiation
- Easly implement company policies

EDUCATION

JP UNIVERSITY CHHAPRA

- Bachelor of Arts 2007~2009
- Honors: English

GOVERNMENT H M S POLYTECHNIC TUMKUR KARNATAKA

- Diploma in Computer Science
- 2009~2012

ICSA-INTERNATIONAL INSTUTE OF COMPUTER SCIENCE & ADMIN

- Data Analytics- 2015~2016
- Graphic and Web Designer-2016

"Highly organized and detail-oriented professional seeking an HR Staff position, utilizing expertise in HRIS, ERP, and SAP systems along with extensive experience in invoice clearance, payroll, travel arrangement, visa processing, and procurement to contribute to the efficient operations of a reputable organization".

Summary of Qualifications:

- Proficient in using HRIS, ERP, and SAP systems to manage and streamline administrative tasks.
- Skilled in handling invoice clearance, payroll processing, and travel arrangements for employees.
- Thorough understanding of local labor laws and regulations to ensure compliance in workforce management.
- Proficient in visa processing and worker contract procedures to facilitate seamless onboarding of personnel.
- Experienced in local and overseas procurement to maintain a cost-effective supply chain.

PROFESSIONAL EXPERIENCE

ADMIN STAFF-IBRU-IRAQ

2022~ Contineew

● Hyundai Engineering & Construction

- Managed and maintained the HRIS system to track and update employee records accurately.
- Assisted the HR department in payroll processing, ensuring timely and accurate salary disbursement.
- Coordinated travel/Ticket arrangements for employees, optimizing cost and scheduling for business trips.
- Facilitated visa processing for foreign employees, adhering to immigration regulations and deadlines.
- Collaborated with the legal team to draft and process worker contracts, ensuring clarity and compliance.
- Stayed updated with local labor laws and regulations, ensuring the company's policies were in compliance.
- Handled invoice clearance, ensuring timely payment to vendors and maintaining financial records.
- Spearheaded the procurement process, sourcing and negotiating with local and overseas suppliers to secure cost-effective deals.
- Camp, Development, and Implementation Facility Management.

AWARD

- Safety Award 2013/2016
- Respect & Care Award 2023

PASSPORT DETAILS

- Number-z3344682
- DOI-07/FEB/2016
- DOE-06/FEB/2026
- POI-KUWAIT

LANGUAGES

- Hindi | English |Punjabi
Arabic

● GENERAL AFFAIRE STAFF -QAIL-QATAR

Hyundai Engineering & Construction

2020~2021

- Workers Facility Management.
- Assisted in organizing corporate events, meetings, and conferences, handling logistics, venue arrangements, and catering services
- Handled travel arrangements for employees, including booking flights, accommodation, and processing travel reimbursements.
- Assisted in budget tracking and expense reporting, contributing to financial transparency and accountability.
- Consumable purchase and Consumption management
- Supported human resources with onboarding procedures, including document preparation and new hire orientation.
- Local Manpower mobilization and demobilization.
- Vehicle/Fuel/Water/ sewage, waste management
- Addressed general inquiries and concerns from employees, clients, and visitors, providing excellent customer service.
- Managed office inventory, including stationary, equipment, and consumables, to ensure optimal supply levels.
- Prepared and distributed internal memos, emails, and announcements to keep employees informed about important updates.

● ADMIN ASSISTANT-KUBPI & KUBRO KUWAIT

Hyundai Engineering & Construction

2012~2017

- Provided administrative support to executives, handling their schedules, coordinating meetings, and managing travel arrangements..
- Assisted in conducting new employee orientations, ensuring a smooth onboarding process and compliance with company policies.
- Assisted with employee offboarding, conducting exit interviews, and processing necessary paperwork.
- Responded to employee inquiries related to HRIS, ERP, and SAP systems, providing guidance and troubleshooting as needed.
- Managed office supplies and equipment inventory, ensuring efficient procurement and cost-effectiveness.
- Assisted HR team in talent acquisition efforts, posting job openings, screening resumes, and scheduling interviews.
- Assisted in organizing company events, conferences, and workshops, handling logistics and ensuring their successful execution.
- Managed incoming and outgoing communications, including emails, calls, and correspondence.