

LITHIN K

HR & ADMIN OFFICER



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SKILLS

- Problem-Solving
- Computer Literacy
- Hard Working
- Organization
- Strong Communication
- Team Player
- Social Network

LANGUAGE

- English
- Hindi
- Malayalam
- Kannada
- Tamil

EDUCATION

MBA (MASTER OF BUSINESS ADMINISTRATION)

Human Resources Management-

Bharathiar University, India - 2013-2015

BACHELOR OF COMPUTER APPLICATION

Shri Bhagwan Mahaveer Jain College India-
2010-2013

PROFILE

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding HR and administrative procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Presently, looking for a career advancement opportunity with a company that will allow developing my skills & potential.

EXPERIENCE

HR & ADMIN OFFICER

Vernon Greg LLC - Dubai

From 9th July 2018 to 2nd Sept 2022 (serving notice period)

HR & ADMINISTRATIVE OFFICER

Crystal Bright Real Estate L.L.C & NEW WORLD DEVELOPMENTS L.L.C-Dubai

From February 2016 to April 2018

HR OPERATIONS - EXECUTIVE

ALP Consulting Ltd.

From June 2014 to October 2015

AREA OF EXPERTISE

Payroll Processing, Admin & Operations,

MS Office Applications.

Customer service

Conducting Exit interview.

Employees' Documentation. Filing / archiving.

PERSONAL DETAILS

Date of Birth: 08.07.1992

Nationality: Indian

Visa Status: Residence Visa

Marital Status: Married

Passport No: N1459992

VERNON GREG LLC - DUBAI

ROLES AND RESPONSIBILITIES

- Assist in recruitment through job posting, CVs shortlisting, interviews' schedules... etc.
- Handles the onboarding process New hires orientation and introduction.
- Coordinate with the PRO for employees' visas process, renewals, and cancellations.
- Maintain hard and soft copies of employees' files and documents.
- Ensure that HR database is up to date with recent hires/exits.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Maintain trade licenses' records and ensure that they are always updated.
- Assist in day-to-day HR activities and respond to employees' general inquiries.
- Arrange travel accommodations and process expense forms
- Liaise with external partners, like insurance vendors, ensure legal compliance and PRO works
- Negotiating with clients and design dept -Vernon Greg LLC staff about the details of ongoing projects.
- Meeting with clients to discuss and identify their Design, Packaging Design & Production
- Making estimates, LPO and invoices. Follow up on the over dues.
- Monitoring the effectiveness of Projects.
- Develop plans to handle, Stock and supplies.

CRYSTAL BRIGHT REAL ESTATE L.L.C & NEW WORLD DEVELOPMENTS L.L.C- BUSINESS BAY, DUBAI

- Recruitment and HR Interviews.
- Drafting, Issuing offer letter and completing joining formalities.
- Handling PRO Work in Departments such as New Employment Visa Process, Visa Renewal, Trade license Renewal.
- Coordinating and maintaining the files of all the employees.
- Monitoring the labor card expiries of the employee.
- Timely submission of visa statistical report.
- Provides payroll information by collecting time and attendance records.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Training & Development- Identifying training needs for particular positions and analysis of the existing level of competencies and taking care of employee Orientation programs.
- Intimating the concerned HOD/Manager about the due dates for confirmation & handing over the Probation Review Forms.
- Keeping track of the original passports of the employees and releasing them when required.
- Keeping track of expiry of passports, visa and Occupational health cards of employees and completing the renewal process.
- Coordinating with the Insurance Company by sending the details and ensuring the Medical Insurance cards are provided to the employees.
- DEWA and EJARI registration
- Answer and respond to customer services requests and inquiries.
- Manage the CRM tools and other advertisement portals.
- RERA registration for all the agents.

- Coordinating with PRO for Opening and Closing of ESCROW account
- Coordinating with PRO for Project registration in the Dubai Land Department.
- Project maintenance on the behalf of Landlord
- Maintenance of the new project site & Project Inspection
- Create Budget for the expenses of property and Manage the Budget for the financial Year & Appointing Sub Contractors for maintenance

ALP CONSULTING LTD, BANGALORE-INDIA

Induction & Joining Formalities:

- Plan, organize, and conduct induction programs, devise the orientation plan for the new joiners.
- Complete the joining formalities and release the offer i.e. Collect the required documents, creation of login id for attendance / introduce and set the KRAs for new joiners.

Performance Appraisal:

- Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management Attendance, Payroll & Salary.

Administrator:

- Following up with the employees for their attendance in Time Management System for the salary process.
- Sending the Input Reminder to all the employees/Clients to get the input on time.
- To coordinate with the finance for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave.
- To co-ordinate with the Invoice Team for the pay register & invoice.
- To Co-ordinate with Client Finance Team for the Payment to receive on time.

HR Policies, Procedures & Process:

- Keep a track of records to the procedures, processes formats / forms in line with Organizational goals.

Reimbursement Process:

- Travel, Mobile & Shift Allowance Claims processing

HR Administration & Welfare:

- Verification of documents and employment screening/background verification of new joined employees
- Conducting employee connect every month.
- Clarify the Employee Grievance with reference to payroll & policies.
- Maintain & Update the Daily/Weekly/Monthly MIS report
- Full & Final Settlement and Exit Process