



PERSONAL INFORMATION

Name : Mohammed Nasrullah.
Gender : Male
DOB : 12 May 1984
Passport NO : M8506076
Visa status : On Employment visa.

SKILLS

- Employee Grievance
- End to End Recruitment
- Employee conflicts
- PRO Coordination.
- Labour camps maintenance
- Negotiations
- Budgeting
- Fleet Operations
- Cross functional meetings
- Transmitting files
- Schedule management
- Inventory control
- Customer Service
- Time management
- Weekly report on work.

ACCOMPLISHMENTS

- Obtained UAE Driving License
- Eleven (11) years of experience in the field of HR/ Admin, Logistics Operations.
- Supervision
Supervised team of Admin key staff members of Accommodations.

MOHAMMED NASRULLAH

+971554571077

samnasru@gmail.com

KARAMA, DUBAI, UNITED ARAB EMIRATES.

PROFESSIONAL SUMMARY

Self-motivated Office Manager with proven track record of recruiting, training and overseeing administrative teams and personnel. Bringing proficiency in HR, Admin Operations and CRM or office management systems operations.

WORK HISTORY

HortonTech Interiors LLC | Dubai, United Arab Emirates.

Asst HR Manager.

10/2019–Present.

Recruitment of Employees both white and blue collars, as per the requirement. Onboard process along with required documents for visa processing and bank details

Process of Payroll with monthly Consolidated Report on HRMS

Probation reviews after 03 months and 06 six months for the employees under probation

PRO Management, SLA/SOP and OKR along with Yearly Appraisals.

Well versed in UAE Law for End of service and other compliance for company safer side.

Leave Management for solving employees' queries and encouraging for booking their leaves on time.

Monitoring of Accommodations for employee relations and their grievances

Handled yearly ISO Audit for the Company.

Employee engagement programmes to keep them fully motivated.

Monthly Management meeting for Business progress and HR Inputs.

Empire Group Restaurant Management | Abu Dhabi, United Arab

Emirates

HR & Admin Operations Officer

03/2018 - 01/2019

Recruitment& Selection:

Budget planning for overall recruitment for each Department

Review JD with Line Manager's and ascertains criteria for sourcing and selection

Attract, retain and **motivate staff**. Manage the recruitment process and ensure

Candidates fit the role and company culture.

Advertise vacancies, assess applications, interview applicants.

Understand Business Unit's hiring needs and ensure uninterrupted talent supply by maintaining an effective talent pool.

Identify **Departmental budget**& Training for Employee as per requirement.

Develop and Implement assessment methodologies appropriate to the role and ensure smooth running of Assessment Centre

Participate in **Employer Branding projects** and initiatives to ensure constant flow of candidates for Company

Payroll

Overseas & Advice Payroll team for New joiners, Renewals, Tickets & EOS

Supervision of final check on payroll with Biometric & Timesheet reports with direct coordination with Finance Department.

Ensures payroll processed on or before cut-off Date with proper WPS report.

Employee - Relations, Engagement & Communication

- Security Operations & In house Maintenance Jobs.
- Creative Problem Solving: Resolving Employee issue on spot, as per nature of request.
- Computer Proficiency
Used Microsoft Excel to develop inventory tracking spreadsheets.

EDUCATION

2005

Government Degree College|
India

Bachelor of Science: Commerce

2002

Government Junior
College|*India*

Secondary Education Exam

Intermediate Vocational Computer
Science.

CERTIFICATIONS

Fire Safety training from Civil
Defence Authority
ISO 9001, 14001 & Ohsas 18001
Customer Service
Leadership Skills
Managerial Skills

ADDITIONAL INFORMATION

HR Processes, Office Operations &
Procedures, Budgeting process,
Document Controlling.
SLA: Cross functional meetings on
weekly basis to resolve departmental
issues.

HOBBIES

Playing Football
Reading Booking
Eager to Learn New Things.

Well versed with the **UAE labour law** and communicate with the department director for updates Accordingly.

Review and update our employment contracts and agreements

Creating System Reports and KPIs

Development of **HR Policies & Procedures**, implement discipline and grievance policies.

Reporting on Departmental **Budget/costs** incurred on HR operations to senior management

Monitoring of **PRO Management** like New visa process/Cancellation/Transfer/visa medical until visa stamping & Passport safe keeping.

Handling Employee management, conflict handling.

Orientation training for the new arrivals.

Coordination with Camp bosses for employee management, inventories & New arrivals setup.

Monitoring of **Labour camps** on weekly basis even surprise visit to inspect issues.

Manage and handle all services and queries of staff with related to personnel function

Actively participate in retention strategy development and implementation.

Update and maintenance of staff data in **HRIS system**

Ensure & maintain employees performance appraisals **Midyear & Year End**.

Monitoring of **Fleet operations**& its management along with documentation part.

Take lead in planning and organizing employee engagement events & Staff Welfare Activities

Plan, monitor and analyse relevant reports for attendance or any relevant required data

Carry out employees' Exit Interview and prepare quarterly attrition analysis

Recommend immediate reactive action to employees' reason for leaving and follow through any required actions

Support in monthly, quarterly and yearly Turnover Reports & Analysis

Support Employees Communication in organizing different communication channels that allows 2-ways communications between management and employees

07/2010 - 03/2017

Nehmeh Corporation. | Doha, Qatar

Admin Officer

Recruitment:

Screening resumes, as per requirement.

Conducting telephonic interviews to the candidates.

Short listing candidates based on background, qualification then issuing offer letter with HOD's approval.

Arranging the orientation training with brief along with safety procedures for the new arrivals.

Maintaining Employee database & Telephone/email communications.

Briefing the companies SOP, SLA& Escalation Matrix.

Admin tasks

Booking Hotels & flights for the interview candidates & External/internal employees in Group.

Preparing payroll for the employees including new joiners, EOS & locally hired employees

Supervise accurate and efficient Reception operations including check in/out procedures, handling Guest requests and enquires to ensure a positive outcome
Carry out shift handovers and brief team members as required

Preparing MOM once conference is done then email to concerned colleagues.

Preparing consolidated/financial reports & filing system as per oracle standards.

Assisting to PRO for the finger print & medical of employees

In-house maintenance jobs

Monitoring: In house maintenance jobs like: Electrical, plumbing pipe fitting & carpentry etc.

Preparing budget for the required maintenance job.

Compile accurate and concise reports of work performed

Relieves the Facilities Maintenance Manager in his vacation/absence

Provides a safe and secure workplace, resolving the issues.

Make sure all the facilities are operational and contact the suppliers for any repairing

Handle and control the team member's movements and shifting inside the accommodation

Accommodations:

Solving all employee related issues, preparing new arrival setup, camp

Maintain the cleanliness of the public areas, Hallways, corridors

Dealing with suppliers for sewage water removals & garbage removal contractors.

Reports incidents in the accommodation and inform the Director of Human Resources.

Fleet operations:

Handling 35 drivers of different nationalities with better communication.

Fleet operation of Drivers schedules & vehicle maintenance

Assists in the collection and analysis of information for planning, coordinating.

Scheduling of fleet operations such as on customer's delivery, Home deliveries etc.

Monthly kilometre reports, with tracking system called GPS.

04/2006 - 11/2009

LA Group | Dubai, United Arab Emirates

Admin Assistant

Administration Tasks:

Basic Payroll for staff/workers (status change, attendance, hold advice, new joiners)

Worked on the exit policy, leave policy, recruitment process, Travel policy etc.

Produce all documents related to employment visa and visit visa of employee.

Furnishing & Updating monthly & weekly reports (Leave, head count, med claim coverage &

Maintaining Database of all the employees

Deploying manpower to different sites, as per the requirements.

Used to solve the queries of workers like Accommodations, site transfer their attendance with medical leave

Disbursal of all the workers' salaries in the labour camps on monthly basis

Operations Tasks:

Preparing Transportation schedules (for all the site and head office)

Accountable for effective & strictly preventive maintenance for vehicles service.

Accountable for scheduling vehicle on accident insurance repair & its related documents

Immediately arrangements for breakdown vehicle

Able to handle all the documentary of transportation related works (Renewal of vehicle registration card, vehicle insurance card, vehicle salik etc.)

Assigning daily jobs to all the drivers & keeping track on them.

Maintaining budget of company vehicles like Petrol expenses, insurance, penalties on salik, accident of vehicle etc.

Used to maintain separate "Petty cash" for Logistics department