

## Profile

Name: Mohamed Mubinodeen

Father's Name: Mohamed Yasin

Passport No. K8993234

Gender: Male

Date of Birth: 10 July 1990

Marital status: Married

Current living : Madurai

Nationality: Indian

### Address:

36A Maari Amman Kovil street  
K.Pudur ,Madurai  
Tamilnadu.

## Education Qualification

### MBA (HR)

Institute of Distance Education  
Alagappa University,

### PG.Dip. HR

Alagappa University, Karaikudi  
Period: 2012 to Jan 2013

### M.A

Jamal Mohamed College  
(Autonomous), Tiruchirappalli  
Period: July 2011 to May 2013

### B.A

Jamal Mohamed College  
(Autonomous), Tiruchirappalli  
Period: 2008-May2011

## Additional Courses

Advance Diploma Computer  
Application (ADCA)  
Jamal Mohamed College

## Career summary

Over all **6 Year** of experience in HR cum Admin. A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. Expert in coordinating, planning and organizing a wide range of Supervising administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

### Hotel President (2019- At Present) as HR /Admin

- Design Recruitment plans for all hotel departments based on seasonal needs
- Source potential candidates from various online channels
- Interview and assess job candidates
- Overview PF, ESI –Create & Calculating
- Manage compensation and benefits plans
- Monitoring Staff Guest relation on CCTV
- Inspecting Rooms Neat & Clean
- Oversee employee attendance and working schedules, including paid time off, overtime and breaks
- Onboard new hires
- Report on employee turnover rates
- Organize employee records, like contracts, paying special attention
- Implement employee retention programs (like end-of-season bonuses)
- Coordinate accommodation, catering and transport for our staff when necessary
- Schedule trainings for all hotel employees (for example, customer service skills training)
- Act as the point of contact when employees have queries or job-related issues
- Ensure hotel staff complies with relevant health and safety regulations

## Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Tally 9.0
- Oracle ERP
- Outlook
- Type Writing (50 WPM)

## Language Known (R/W/S)

- Arabic
- English
- Tamil
- Hindi
- **Strong Aspects**
- Being Optimistic
- Self-Motivated
- Flexible in Company Nature
- Multi Task

## **United Welfare Organization ( 2013 –2014) (HR Executive)**

### **Recruitment Management**

- Creating job posting and putting them in online website and CV bank
- Recruitment processes recruitment related tasks which includes CV sourcing and short-listing, scheduling interviews etc.
- Conduct first interviews and coordinating with concern Dept. Head
- Follow up with the selected candidates till the date of joining.
- Manage manpower vacation planning which includes consolidating departmental vacation plan, checking employee leave records and updating records and informing department heads

### **Payroll management**

- Calculating Over time according to hours worked
- Employee in –out Time keeping
- Employee's Compensation Management
- Prepare Overall salary list & Coordinate with Finance Dept.
- Hand out Salary to branch office
- Benefits & Gratuity Management
- Employee's Loan and Advance Management

### **Administrative Management**

- Employee Training coordination
- Track stocks of office supplies and place orders when necessary
- Conduct Induction Orientation Program for new joiners
- Preparing Memo as per General Manager instruction
- Endure Employee's inquiries
- Manage phone calls and correspondence (E-mail, Fax, Letters, and Packages etc.)

## **Azmeel Contracting Company – Saudi Arabia (2014 –2019)**

### **Admin Executive**

- Maintains Payroll information by collecting, calculating, and entering data
- Prepare SRN (Service Receive Note-Bill) for Manpower, Equipment and Subcontract
- Handle approvals & follow up from Supervisors, Managers, Department

#### Heads

- Cross check all Supplier Terms & Conditions for Claiming Amount
- Make bill for supplier in Oracle ERP for Received Material
- Oversee the payment Processes of supplier invoices
- Assist on Procurement activities and Issues of purchase order
- Solve problems of Material Receipt & Purchase order
- Prepares payments by verifying documentation, and requesting disbursements
- Prepare Employee's Profession document
- Petty Cash invoice Segregate appropriate charge of Account
- Petty Cash Maintenance
- Organize and schedule meetings and appointments
- Maintain Oracle invoices entries
- Secures financial information by completing data base backups

#### Projects Completes

- Was Working Under ARAMCO (South Dhahran Home Ownership Project-villa project) KSA-Dammam
- Was Under Taking Hospital Establish Project(End to End ) – Acting as Project Sr.Coordinator –Dindugal

#### Declaration

I hereby declare that the above furnished details are true to the best of my knowledge

**M. Mohamed Mubinudeen**