


NITHEESH GOPI

 nitheeshgopi007@gmail.com

 linkedin.com/in/nitheesh-gopi-25a59b29/

 +971-502847115

 Abu Dhabi, UAE



CAREER OVERVIEW

Accredited expert with a comprehensive 8-year history and practical involvement in HR operations, Administration and Customer relationship management. Skilled in planning, strategizing, and executing with proven achievements. A proficient communicator with outstanding relationship building and interpersonal abilities. Robust in problem-solving and organizational skills. Demonstrates a flexible and detail-oriented approach.

SKILL SUMMARY

- Employee relations, Payroll processing, Liaise with stakeholders, People & Team management.
- Well versed with all aspects of MS Office suite, Adobe Photoshop, Tally.
- Excellent interpersonal skills, analytical and highly organized with the ability to work in a multicultural environment, Accurate and independent with close attention to detail.
- Works well under pressure, balanced personality and enthusiastic.
- Multilingual with excellent communication skills, both verbal and written. Quick grasping power and comprehensive attention to details.

PROFESSIONAL SUMMARY

HR AND ADMINISTRATION

Apollo Medical Centre-Sole

Proprietorship LLC (Abu Dhabi, UAE)

June 2023 – Present

- Responsible for obtaining and the renewal of various licenses like Department of Health license, Trade license, Advertisement license etc. of the Medical Centre and Pharmacy
- Responsible for contracting, re-contracting and renewal of documents like Pest Control contract, medical waste collection contract, Laboratory contracts, Tenancy Contracts, Fire & Safety AMC contracts and various other contracts.
- Representing the organization in government entity audits such as Health Audits, Quality Audits, IT & Cyber security Audits and ISO Audit.
- Preparing the documents like policies, staff files, supporting documents etc. as per the audit checklist.
- Purchase of Medical Equipment- Taking quotations, arranging meetings, demo etc., issuing LPO and arranging delivery.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices
- Provides supplies by identifying the requirements for the company by checking quotations from suppliers and negotiating with them and finalising the requirements.
- Coordinating with suppliers of the medical equipment for their repair and maintenance.

- Direct contacts with the Accounts department for the payment clearance of vendors.
- Sending to the Finance department all payment advice for purchase after taking approval from MD.
- Liaising with key suppliers and contractors to ensure the smooth functioning of the organization.
- Responsible for overall maintenance and cleanliness of the facility. Supervising the cleaning staff (outsourced) and coordinating with his Manager/Company.
- Responsible for the maintenance of the Hospital Information System by coordinating with the vendor and handling Admin level access.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Handling HR departments of Apollo Medical Centre and Apollo Pharmacy.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results;
- Coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Respond to the queries of employees regarding increment, resignations, duty change etc.
- Preparation of EOSB of employees who ever is resigning and clearing all the dues and making the exit process smooth.
- Prepares employees' salary statement by the end of each month.
- Calculate overtime payment of employees.
- Taking care of all other duties related to HR and Administration as per company requirement.

HR & ADMIN EXECUTIVE

Cognizant Technology Solutions

Manpower Group (Kerala, India)

March 2019 – Jan 2022

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department
- Maintain proper records of employee attendance and leaves
- Assist HR Manager in policy formulation, hiring and salary administration
- Submit online job postings, shortlist candidates and schedule job interviews
- Coordinate orientation and training sessions for new employees
- Ensure smooth communication with employees and timely resolution to their queries
- Processing and paying invoices
- Preparing and distributing checks to employees and vendors
- Checking and updating ledger balances
- Scanning, filing and logging account documents
- Updating computerized accounting systems HR Executive

ADMIN/HR (FACILITY EXECUTIVE)
CBRE South Asia Pvt Ltd.
Tata Realty and infrastructure Ltd (TRITVAM)
March 2017 - March 2019, (Kerala, India)

- Initiates recruitment for potential candidates for clients using the in-house recruitment system, third parties and external job boards and job portals.
- Coordination with clients and understanding their requirements, defining job.
- Conduct screenings for potential candidates.
- Scheduling interviews with job candidates.
- Communicate effectively both verbally and in written form with employees to explain and resolve queries and concerns.
- Gave assistance on the implementation of the programs for the development of Human Resource.
- Maintain office files and filing system and provide administrative assistance and support to the clients Human Resources team.
- Ensure legal compliance throughout human resource management.
- Processing of payroll.
- Handling overall Administration activities.
- Manages and directs the operations of vendors, technicians and their assigned works.
- Supervising the maintenance activities of electrical, plumbing, HVAC etc
- Controlling housekeeping activities and ensuring proper grooming/hygiene of all housekeeping staff

SALES COORDINATOR/ADMIN
Abu Mansoor Trading LLC (Abu Dhabi, UAE)
Feb 2016 - Jan 2017

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events

OFFICE ADMIN
Celebrus Capital Ltd. (Kerala, India)
Oct 2013 - Feb 2016

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees and following up on work results.

- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

ACADEMIC QUALIFICATIONS

- **Master of Business Administration - HR & Marketing**
Anna University Chennai (Tamil Nadu, India)
2011 - 2013
- **Bachelor of Computer Application**
Madurai Kamaraj University (Tamil Nadu, India)
2007 - 2010

PROJECT WORK

- A Study on Quality of Work Life (2012) GTN Textiles Ltd Aluva, Kerala, India
- A Study in Customer Satisfaction (2011) NIRAPARA food products Kalady, Kerala, India

LANGUAGES PROFICIENCY

- Fluent in English, Hindi, Malayalam and Tamil

PERSONAL INFORMATION

- D.O.B : 16/03/1988
- Nationality : Indian
- Passport No. : U2402503
- Visa Status : Residence Visa
- Marital Status : Married