

Anoop Dobhal



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Persuasive and influential professional with expertise in adding value to the organization; targeting assignments in **General Administration, Human Resource and Operations Management** with an organization of high repute



PROFILE SUMMARY

- **Result-oriented professional with nearly 17 years of experience** in General Administration, Budgeting, Finance, Communication and Operations Management across different continents
- Rich experience in managing wide spectrum of corporate general administrative activities including **Human Resource, Finance & Budgeting, infrastructure, transportation, security & travel management**
- Skilled in developing a clear people strategy in the organization and ensuring that services are delivered effectively through all core HR components so that staff is motivated; performing **recruitment** and organizing **employee engagement programs**
- Excellence in **adopting stringent quality measures** including preparation / maintenance of necessary **MIS reports** to ensure compliance with organizational objectives & standards
- Resourceful in resolving **administrative issues**, adhering to **statutory compliances**, spearheading **process improvement initiatives** and developing **safety & security procedure**
- Administered **vendor management** and directed development & implementation of key strategies & plans aligned with **project requirements**
- **An out-of-the-box thinker** with proven track record of establishing processes/ SOPs, streamlining workflow and creating environment to enhance productivity



CORE COMPETENCIES

General Administrative Functions	Facility Management	Client Relationship Management
Project Management	Vendor Management	Human Resource Operations
Travel Arrangement	Continuous Process Improvement	Budgeting & Cost Control



SOFT SKILLS



EDUCATION



MBA (HR/Industrial Relations) from Amity University in **2004**



BBA from Punjab Technical University (PTU) in **2001**



PG Degree (Business Administration) from Indraprastha University

Trainings

Canadian 4 UR Immigration Service

Project: Working on follow ups

J.C.T (Jagjeet Cotton Textiles).

Project: Total Quality Management

Human Resource Training on Attendance Monitoring

Staff attendance and send their attendance to Finance

WORK EXPERIENCE

Since – Jan'07: United Nation Missions as Manager Administration Budget & Finance

Growth Path:



Key Result Areas:

- Leading the functions for Human Resources, Budget, Finance and General Administration while adhering to statutory compliances, devising safety & security procedure of office as a top priority confirming safety norms
- Procuring necessary infrastructure involving capital equipment; managing large scale movement of stores and ensuring optimum inventory control
- Organizing training programs for staff and planning cultural program on important occasions
- Developing security policy, standards, guidelines and procedures to ensure ongoing maintenance of security
- Planning meetings, conference, events, promotions & meal arrangements when required
- Networking with transporters & other external agencies to achieve seamless & cost-effective movement of consignment and ensure timely deliveries
- Spearheading the administration of the unit's human resource activities like recruitment, placement, relocation, performance appraisal, separation of staff members, training and ensuring consistency in the application
- Guiding the staff on visa matters and other relevant rules & regulations; coordinating the induction and orientation of new staff members in the mission
- Assisting with information & advice to staff/consultants of service, duties, responsibilities, privileges and entitlements under the Staff Rules & Regulations
- Rendering support in the preparation of the unit's work program and budget also in monitoring budget/work program with respect to various budgets, on a regular basis
- Finalizing cost estimates & budget proposals, in terms of staff & non-staff requirements from departments/offices at headquarters and in the field
- Preparing the finalization of budget performance reports and analyzing variances between approved budgets and the actual expenditures
- Identifying and resolving diverse issues and determining the appropriate actions while coordinating with service units & liaising with team members at Headquarters and in the field mission
- Gathering inputs and participating in the yearly travel program; liaising with relevant mission personnel, staff broadcasts, meeting facilities and so on for the same
- Drafting quarterly & annual reports on the activities of the Regional Office, including relevant statistics and trends

PREVIOUS EXPERIENCE

Jul'05 - Jul'06: K.B.R. (Kellogg Brown and Roots), Iraq as Administrative Assistant

Jun'04 - Jun'05: K.R Communication, India as Administrative Assistant

PERSONAL DETAILS

Date of Birth:

Languages Known: English, French, Hindi, Punjabi and Arabic

Permanent Address: House No. 123, Swami Enclave, Dhakoli Zirakpur, Chandigarh, Punjab