Mahendra Kumar Yogi

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| Personal Details  HR &Admin Coordinator  Desert Man Gen Transporting  Administration  Abu Dhabi, United Arab Emirates | Contact Details  [mkyogi09@gmail.com](mailto:mkyogi09@gmail.com) +91 501574385  +91 8058461378 | Address  Desert Man Gen Transporting, M 25, Mussaffa, Abu Dhabi PO Box Po Box 105972  Abu Dhabi, United Arab Emirates |

## Sector

Administration

## Department

Human Resources

## Experience Level

Mid-Level

## Current Monthly Salary (USD)

No Current Monthly Salary Available

## Education Level

Bachelor Degree

## Nationality

India

## Age

36 Years

## Functional Area

Human Resources

## Job Type

Full-Time

## Years of Experience

16 Year(s)

## Expected Monthly Salary (USD)

1,500.00

## Languages

Hindi, Urdu, English, Arabic

## Gender

Male

## Marital Status

Married

## Summary

Key Skills Compensation Benefits Office Maintenance Job Analysis &Job Design Recruitment &Selection Manpower Planning Performance Appraisal Training &Development Payroll function in ERP Annual Leaver &air ticket Long leave &Absconding cancellation PDS t of Employees Guest Management Renewal and AMC Contract Daman Insurance Cancellation of Visas Stationary Management Medical Processing Liaisoning with PRO Work Permit &Visa Renewal Passport Renewal Emirates ID Renewal Embassy Work Labour Camp Arranging Accommodation Meeting Co-ordination Management Interview Transport Facilities

## Work Experience

**Desert Man Gen Transporting**

Construction  Abu Dhabi, United Arab Emirates

HR &Admin Coordinator  Feb 2015 - Present (1 year 11 months)

# AK ROY

Administration  New Delhi, (India), India

HR &ADMIN OFFICER  Jun 2014 - Jan 2015 (8 months)

# L &T Electromech

Oil &Gas  Muscat, Oman

Admin Officer  May 2013 - May 2014 (1 year 1 month)

# Larsen &Toubro Limited, UAE, Abu Dhabi

Oil &Gas  Abu Dhabi, United Arab Emirates

Admin Executive  Aug 2011 - Apr 2013 (1 year 9 months)

# Desert Line Project LLC, Oman

Construction  Muscat, Oman

HR &ADMIN OFFICER  Apr 2008 - Jul 2011 (3 years 4 months)

# All India RPF Association (AIRPFA) New Delhi

Government Administration  New Delhi, (India), India

Personal Assistant  Jan 2001 - Mar 2008 (7 years 3 months)

## Education

Rajasthan University

B A  Jaipur, India

ARTS  May 1999 - Jun 2001 (2 years 2 months)

 Grade: B

## ISMS-Business School

EMBA  Mumbai, India

 Apr 2012 - May 2013 (1 year 2 months)  Grade: A

 F TEC

02 Years Diploma  New Delhi, (India), India

 Feb 2003 - Feb 2005 (2 years 1 month)  Grade: B

## Borard of Ajmer

Higher secondary school (10+2)  Ajmer, India

 May 1996 - Jun 1998 (2 years 2 months)  Grade: B

## Certificates

DCAP

Computer  March 2003 - May 2004 (1 year 3 months)

FTEC  Grade: B

## EMBA

Human Recourse Management  April 2012 - July 2013 (1 year 4 months)

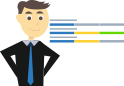
ISMS  Grade: A

## HSE, IFR, DHR, H2S

Oil &Plant  September 2013 - September 2016 (3 years 1 month)

LTEM &STS  Grade: Good

## Skills



No Skills Available