

Paras Reshammiya

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SUMMARY

A dedicated professional with over **10+ years** of multifaceted experience across HR **administration** & Operation **Excellence**, **Data Analytics**, Project **Management**, Customer support and **workforce** management etc. Highly skilled in communication, delegation, and interpersonal interactions, I excel in coordinating operations, optimizing processes, and managing projects. Expertise includes Leadership, Data **Analysis**, HR administration, Payroll, processing, manpower scheduling, forecasting, **Planning**, Procurement, Contract management, Job chart creation, and invoicing. Proven ability to enhance efficiency and streamline workflows, **demonstrating** a strong task-oriented approach in **diverse** environments.

CORE COMPETENCE & TECHNICAL SKILLS:

Software Proficiency: Microsoft Office Suite (Advance **Excel**, **Word**, **PowerPoint**), **HRMS systems**, CRM software, **ZOHO** Helpdesk, **Rostima** Software, **Power-BI**, Microsoft **Visio**, Canvas etc.

HR Administration: Employee relations, onboarding, Offboarding and performance management.

Operations Excellence: Process optimization, workflow automation, and continuous improvement.

Data Analytics: Data collection, **analysis**, and reporting using Excel, Power-BI and data **visualization** tools. Creating exceptional advances visualized in depth reports about operation, dept, productivity, profit-loss, Sales, employee **performance** analyzation etc.

Project Management: Project **planning**, scheduling, **resource** allocation, and risk management.

Customer Support: Client relationship management, issue resolution, and customer **satisfaction** enhancement.

Workforce Management: Manpower scheduling, **forecasting**, and capacity planning.

Procurement: Purchase **requisition**, Bid Evaluation, Budget costing, GRN and inventory control etc.

Contract Management: Administration of contracts

Job Chart Creation: Development and maintenance of job charts and role definitions.

Advance Reports- Prepare regular reports on team performance, operational metrics, and improvements made, presenting findings to higher management for informed decision-making.

PROFESSIONAL EXPERIENCE

DAMAC GROUP

HR Administrator-Payroll & HR System

DUBAI/ UAE

Nov 2024 – Present

- Monitor daily **HR system** alerts and approvals across various workflows, including employee leave, personal information updates, documents approval etc. and HR helpdesk queries, ensuring timely task closures.
- Verify and update line **reporting** structures in the **Oracle Fusion HCM system**, addressing discrepancies with relevant team members.
- Create and **map positions** as per business requirements, ensuring alignment with organizational structures.
- Accurately map employees under the correct **department** based on business needs.
- Handle the **Global and internal transfer** movement of the employees and ensure seamless updates in the system.
- Conduct monthly **resource** confirmation to validate employee records.
- Verify details of **salary revisions and promotion letters**, ensuring accurate system updates through workflow approvals.
- Prepare and maintain **organizational charts** to reflect the latest department structures by using **Microsoft Visio**.
- Provide technical expertise to resolve Oracle Fusion HCM-related issues and address employee queries.
- Perform regular audits of employee master records for accuracy, completeness, and compliance with HR policies.

WEONE-A DP World Company

Senior Administrator

DUBAI/ UAE

April 2023 – Oct 2024

- Preparing **Master** report of the department such as **provision** report, Productivity report, Payroll report, department **KPI's** and other **HOD** meeting PPT etc.
- Job chart and timesheet submission for invoicing to the finance team through web-based invoice portal.
- Overseeing the on boarding and **Offboarding** process, including conducting interviews and onboarding process for new joiners in coordination with the HR team.
- Handling Department **Procurement** supply and other related work such as **invoices**, PO, GRN etc.
- Conduct **in-depth analysis** of existing business processes to identify bottlenecks, inefficiencies, and areas for improvement
- Data **reconciliation** and analysis with **Rostima** in coordination with WFM team.
- Prepare regular reports on team performance, **operational metrics**, and **improvements** made, presenting findings to higher management for informed **decision-making**
- **Coordinate** with clients and assist them in regard to their queries.
- Assist the team in process improvement and other **project management** related tasks.

- Developed and maintained **productive client relationships**, administering operations including Master attendance finalization for **payroll**, productivity reports, and client billing processes, enhancing overall **client satisfaction**.
- Created a productive and achievement-oriented work environment, **supporting HR** in interviewing, recruiting, training, **performance evaluations**, promotions, and employee terminations, and effectively coordinating with the HR team.
- **Analyzed and optimized operational practices**, offering suggestions for efficiency **improvements** and implementing changes that streamlined processes.
- **Inducted newly joined employees**, providing education on organizational policies, JAFZA & port rules and regulations, and coordinating training schedules with HR and **DPW OTC teams**.
- **Managed comprehensive reporting and documentation**, including preparing memos, schedules, **daily/weekly/monthly reports**, and presentations for board meetings, ensuring accurate recordkeeping and data integrity.
- **Coordinated HSE activities**, conducting investigations, addressing non-conformances, providing corrective coaching, and managing general administration tasks such as PPE arrangements, staff uniforms, salary issues, and medical needs.

PCFC-Trakhees
Front Desk Officer

DUBAI/ UAE
Sep 2015 – Feb 2020

- Meeting and greeting guests and visitors.
- Keep the record of **visitors** in the computer database.
- Issue office access cards for new joiner /guest.
- **Receiving calls, couriers, invoice papers**, escorting visitors, assisting in procurement supplies and Equipment and managing **correspondence and mail**.
- Maintain the daily visitors and the incident report send to **the administrative** head through MS Outlook. Inspect and adjust security system, equipment, or machinery to ensure. Operational use and to detect evidence of tampering.

KIPS INSTITUTE
Junior office Clerk

KURUKSHETRA/ INDIA
Apr 2014 – Jun 2015

- Collating, checking and **analyzing** spreadsheet data
- To answering calls, ordering stationery and consumables, maintaining **presentation** of noticeboards, producing staff/student ID cards, filings and writing student status letters.
- Scanning **documents** and updating the internal system.
- Ensuring that the **reception** & meeting room areas are clean & welcoming.
- Ordering & monitoring careers materials in the study room.
- Inventory maintaining, **keeping stock** register, cost checking.

HCL TECHNOLOGY
Field Support Engineer

MOHALI/ INDIA
Jan 2013 – Mar 2014

- Provide service and **customer support** during field visits or dispatch.
- Manage all on-**site installation**, repair, maintenance, and test tasks.
- Produce timely and detailed service reports, cooperate with **technical** team and share information across the organization. Window XP, Vista, Win 7, **Troubleshooting** and installation.
- Provide technical support to the customers on the phone call.

ACHIEVEMENT

Increase Revenue & Business

- Achieved project milestones and assigned target by Increasing company **revenue 4%** with value of **1.7M (AED) in 2022**
- Achieved project milestones and assigned target by Increasing company **revenue 2%** with value of **900k (AED) in 2021**

Help in Established ZOHO Desk System

- Lead the team of admin and welfare assistants in order to teach, ' how to attend and address the employee **grievances** and queries and **coordinate** with IT team for making help desk system more efficient.

Rostima Automation Implementation System

- Coordinated with IT and HR team in order to successfully implement the **automated** attendance reconciliation system for AYDI manpower BU and lead the team of admin assistants. The Rostima system help the BU to build a **transparent** and **centralized**

database system for capturing manpower attendance and auto-generated monthly attendance/productivity/standby report etc. **Reduced** 30% of manual **workload** from the operation.

EDUCATION

G.B.N GOVT. POLYTECHNIC

Computer Science Engineering- (Majors- C,C++, Oracle, Visual Basic, Database Management, B2B)

2009-2012

GPA-07

STANDFORD INSTITUTE

UK Certified Human Resource Manager (CHRM) from London Chamber of Commerce (Pursing)

2025-2025

CERTIFICATES

- **Management Consultant** Course Certificate- From **PWC**
- **Data Analytics** Course Certificate- From **Deloitte**
- **Internal Audit** Course Certificate- From **Goldman Sachs**
- **SHRM** Certification in **Strategic Human Resource Course**
- **SHRM** Certification in **Human Business Partnering**
- Certificate in **Customer Service**: Problem Solving and Troubleshooting
- Business Etiquette Certificate
- Attended **IOSH** Operational training in Manage Safely, Assessing Risks, Controlling Risks, Understanding Hazards, Incident Investigation and measuring performance at the site.
- Certificate of **SIRA** Training, **First AID & CPR, Fire Fighting, POD (People of Determination)**

LANGUAGES: English (Fluent) , Hindi & Haryanvi(Native) , Punjabi (Only Speak)

PERSONAL INFORMATION: Passport Name: - Paras | **D.O.B:-** 13th Apr 1994 | **Passport No:-** K 5119533 | Nationality:- **Indian** | Holding **Valid UAE license Number- 03**

INTERESTS: Basketball, Podcasts, Reading Books, Research about new things.

Reference-

Mr. Saleem Al Jabri (+971557446559), PCFC Trakhees, HR

Mr. Felix Das. (+971506734147), HOD- RAK

Mr. Rajesh Nair (+971566844944)- Head of operation- Weone (DP world)