



Mahendra Kumar Yogi

Personal Details	Contact Details	Address
<ul style="list-style-type: none"> HR &Admin Coordinator Desert Man Gen Transporting Administration Abu Dhabi, United Arab Emirates	<ul style="list-style-type: none"> mkyogi09@gmail.com +91 501574385 +91 8058461378	Desert Man Gen Transporting, M 25, Mussaffa, Abu Dhabi PO Box Po Box 105972 Abu Dhabi, United Arab Emirates

Sector Administration	Functional Area Human Resources
Department Human Resources	Job Type Full-Time
Experience Level Mid-Level	Years of Experience 16 Year(s)
Current Monthly Salary (USD) No Current Monthly Salary Available	Expected Monthly Salary (USD) 1,500.00
Education Level Bachelor Degree	Languages Hindi, Urdu, English, Arabic
Nationality India	Gender Male
Age 36 Years	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
HR &Admin Coordinator

📍 Abu Dhabi, United Arab Emirates
📅 Feb 2015 - Present (1 year 11 months)



AK ROY

Administration
HR &ADMIN OFFICER

📍 New Delhi, (India), India
📅 Jun 2014 - Jan 2015 (8 months)



L &T Electromech

Oil &Gas
Admin Officer

📍 Muscat, Oman
📅 May 2013 - May 2014 (1 year 1 month)



Larsen &Toubro Limited, UAE, Abu Dhabi

Oil &Gas
Admin Executive

📍 Abu Dhabi, United Arab Emirates
📅 Aug 2011 - Apr 2013 (1 year 9 months)



Desert Line Project LLC, Oman

Construction
HR &ADMIN OFFICER

📍 Muscat, Oman
📅 Apr 2008 - Jul 2011 (3 years 4 months)



All India RPF Association (AIRPFA) New Delhi

Government Administration
Personal Assistant

📍 New Delhi, (India), India
📅 Jan 2001 - Mar 2008 (7 years 3 months)

Education



Rajasthan University

B A
ARTS

📍 Jaipur, India
📅 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

FTEC

March 2003 - May 2004 (1 year 3 months)

Grade: B



EMBA

Human Recourse Management

ISMS

April 2012 - July 2013 (1 year 4 months)

Grade: A



HSE, IFR, DHR, H2S

Oil &Plant

LTEM &STS

September 2013 - September 2016 (3 years 1 month)

Grade: Good

Skills



No Skills Available