

CURRICULAM VITAE
J.KRISHNAMOORTHY



+971 507987347

UAE MOBILE

INDIA : 91

9789353554

E-

MAIL: JKMOORTHY57@GMAIL.COM

PASSPORT DETAILS:

Passport No : Z 3067995
Passport Expiry : 6.4.2025
Place of Issue : DUBAI

CAREER OBJECTIVE

A highly accomplished professional with 25 years of extensive experience in Human Resources/Administration in the industries of Engineering Construction.

Experience in Manpower Strategic Planning, Recruitment & Selection, Learning & Development , Policy creation, Employee Engagement, Compensation & Benefits, Competency mapping, Performance Appraisals, Manpower retention, Employee relations, Statutory, Payroll process.

To work in a creative organization which, will result in getting a good exposure in this fast and competitive world.

WORK EXPERIENCE:



2010 - Present (Senior HR Officer - Dubai)

- Maintains the work structure by updating job requirements and job descriptions for all positions.

- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

2007 - 2010 (Administration Manager - Qatar)



1998- 2004 (Administration Manager - Bahrain)



- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.

- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.
- **1981- 1995 (Administration Officer - Chennai)**



- Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills as well as Internet research abilities and strong communication skills.

ACADEMIC CREDENTIALS:

COURSE	INSTITUTION	Place
B.Com	University of Madras	Tamil Nadu
Pre University	University of Madras	Tamil Nadu

SKILLS AND ACHIEVEMENTS

- Can research, dig into data, and identify opportunities to improve key business metrics
- Can communicate effectively to senior management, peers and team members
- Strong Communication Skills in English

PERSONAL PROFILE

Name	:	J.Krishnamoorthy
D.O.B	:	14.02.1957
Age	:	58
Gender	:	Male
Father's name	:	Jayaraman
Nationality	:	Indian
Residential address	:	Ajman – UAE.
Mobile number	:	UAE mob no,+ 971 507987347 India mob no. 91 9789353554
Languages known	:	English, Tamil, Malayalam

(J.Krishnamoorthy)