

JOB APPLIED FOR HR AND ADMIN OR LOGISTIC OPERATION ASSISTANT**NOOR MOHAMED.****HOR AL-ANZ, DUBAI, UAE****Contact No: +971543669345****E-mail Id: noorhaaziq@yahoo.com****CAREER OBJECTIVE:**

To absorb all Qualities of a good professional, contribute toward organizational objectives.

Demonstrating Capabilities, Knowledge and commitment toward organizational objectives.

Enhance my experience by creating an outstanding position, with continuous and study.

EDUCATION QUALIFICATION:

2006 – 2008 MASTER OF BUSINESS ADMINISTRATION (MBA)

Specialization: HR (HUMAN RESOURCE)

2003-2006 BACHALOR OF BUSINESS ADMINISTRATION(BBA)

PROJECTS:

- **Summer Internship project:**

For “HERO FOOD PRODUCTS”

Under the Title – “*JOB SATISFACION*”

- **Final Projects:**

For “HAVELLS INDIA LTD”

Under the Title – “*BRAND AWARENESS*”

SKILLS:

- **Professionalism.**
- **HR &ADMIN Management**
- **Public Relation Office Management**
- **Man power supply chain management**
- **Purchase quality.**
- **Typing in English and Arabic**
- **Expert in use of computer**
- **To Read & write& Speak : English & Tamil**

WORK EXPERIENCE :

Worked as HR& ADMIN & PRO EXECUTIVE IN KRS LOGISTICS, DUBAI, UAE

From Aug - 2015 to Aug – 2017.

Worked as HR & ADMIN & PRO ASSISTANT in POWER GROUP OF COMPANY, DUBAI, UAE from Jun-2011 to Jun- 2015.

Worked as HR&ADMINASSISTANT in POINEER HOSPITAL, TAMILNADU, INDIA from Aug 2008- May 2011.

DUTIES & RESPONSIBILITIES:

HUMAN RESOURCE MANAGEMENT:

- ❖ Managing and following HR policies, procedures and processes of the company.
- ❖ Managing and following HR department budget as per the business plans
- ❖ Maintain Employee's personal files and records.
- ❖ Tracking Attendance, maintaining leave records assist payroll department by providing relevant employee information(e.g. leaves of absence, sick days work schedules)
- ❖ Allocation of employees to various places(branch offices, sites and etc)
- ❖ Responding to staff and laboura queries on demands
- ❖ Maintain the work structure by updating job requirement and job descriptions for all positions.
- ❖ Managing Employee Staff Accommodation and Labour camp management
- ❖ Preparation of full and final settlement.
- ❖ Planning bonus and increment programs
- ❖ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, , warning letter, experience/service certificate, etc
- ❖ Managing and following total PRO functions
- ❖ Knowledge on the nuances of UAE employment visa processing and Labor Laws.
- ❖ Processing of all types of application and paperwork to the government offices,
- ❖ Knowledge and experience on the portal system usage (Tasheel Minister of Labour Proficient typing skills in English and Arabic.
- ❖ Dubai Trade from Jafza and all seven Emirates Uae Immigration portal function)
- ❖ Full knowledge of new work permit visa and part time Labour contract and etc. to guarantee that the visas are handled and processed on time.
- ❖ Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that organization's records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires

- ❖ All business and Trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- ❖ Knowledgeable enough on the process of getting residency permits etc.
- ❖ Arrange medical tests, passports, memos, promotional draws and fine resolution.
- ❖ Accompany the employee as they exit the country.
- ❖ Arrange visas from different Embassies in UAE for staff members for business related travels
- ❖ Maintain database of all passports and residence visa by scanning all documents and directly updating the database when details change.
- ❖ Vehicle registration (New /Renew Mulkiya) and Salik checking & liable to recharge of account.
- ❖ Responding to staff queries on visa/Labour/Passport Related Matters.

RECRUITMENT:

- ❖ Resourcing, screening and short listing resumes through various job portals and various Employment agencies etc.
- ❖ Receiving and reviewing short listing the resumes based on the job requirement.
- ❖ Arrange and following interviews and tests and creating a shortlist of candidates
- ❖ Conducting Personal interviews with the HR Manager or Department heads.
- ❖ Following complete joining Formalities and documentation.
- ❖ Preparing offer letter, employment contract and job descriptions,

TRAINING & DEVELOPMENT:

- ❖ Provide office orientation and training for new employees.
- ❖ Identification of training needs and nominating candidates for training.
- ❖ Coordinating with the External Trainers regarding the Training schedule.
- ❖ Scheduling the Training Program & collecting the Feedback.
- ❖ Issuing training certificates after completion of the training.

ADMINISTRATION:

- ❖ General administration activities.
- ❖ Following Customers inquiry
- ❖ Prepared quotation
- ❖ Coordinate with the vendor.
- ❖ Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- ❖ Answering screening and forwarding incoming phone calls
- ❖ Receiving and sorting daily mail.
- ❖ Arrange travel accommodations and process expense forms.
- ❖ Coordinate office activities and operation to secure efficiency and compliance to company policies.
- ❖ Schedule and coordinate meetings appointment and travel arrangements for managers.
- ❖ Management of office supplies in cost effective manner.

- ❖ Maintain the condition of the office and arranging of necessary repairs and maintenance

LOGISTICS ASSISTANT MANAGEMENT :

- ❖ Maintaining and updating of logistics daily operation records
- ❖ Handle Airport / Seaport / Land port Shipments.
- ❖ Customer responsibilities (Attending Telephones ,Billing Mailing, Faxing)
- ❖ Manage and Transport function of shipment (Loading, Offloading)
- ❖ Manage and handle all logistics related issues of customs clearance.
- ❖ Able to communicate and co ordinate with shipper's customer's customs, trucking companies on cargo transportation status.
- ❖ Data entry of warehouse stocks.
- ❖ Handle shipping documentation arrangement inbound & outbound procedures.
- ❖ Co-ordinate shipments with factories, warehouse, forwarders and customers.
- ❖ Handle Bill of Entry in portal systems (Dubai Trade)
- ❖ Arrange the movement of staff in each activity ,if required
- ❖ Work closely with warehouse operations to ensure timely and accurate movements of inventory.
- ❖ Maintain vendor files.
- ❖ Handling customs clearance work of the Shipment.
- ❖ General administration activities.
- ❖ Following Customers inquiry
- ❖ Prepared quotation
- ❖ Coordinate with the vendor.
- ❖ Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- ❖ Answering screening and forwarding incoming phone calls
- ❖ Receiving and sorting daily mail.
- ❖ Arrange travel accommodations and process expense forms.
- ❖ Coordinate office activities and operation to secure efficiency and compliance to company policies.
- ❖ Schedule and coordinate meetings appointment and travel arrangements for managers.
- ❖ Management of office supplies in cost effective manner.
- ❖ Well aware of all location in UAE.

❖ **PERSONAL DETAILS :**

Father's Name: ABDUL WAHITH
Mother's Name: DOWLATH BEEVI
Date of birth: 06.12.1984
Nationality: INDIAN
Marital status: MARRIED
Visa status: VISIT VISA

PASSPORT DETAILS:

Passport Number: H O534752
Date of Expiry: 18.09.2018
Place of Issue: Tiruchirapalli

PRESENT ADDRESS:

HORAL ANZDUBAI, UAE

PERMANENT ADDRESS:

**32/1, Ambalakara Street,
Velipatinam – 623504.
Ramanathapuram Dist.
Tamilnadu – India
Mobile + 91 9940868582**

Looking for your kind evaluation and consideration.

Date: NOOR MOHAMED ABDULWAHITH

