

ASHIK AHAMED

HUMAN RESOURCES OFFICER

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Email:

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Location: Tamilnadu, india

<https://www.linkedin.com/in/payrolladminonboardingandrecruitment/>



Languages:

- English
- Tamil
- Arabic
- Hindi

Computer Skills:

- MS OFFICE
- SAP HR
- ORACLE
- FMS
- ORBITS

Passport Details:

- Passport NO - V1644435
- Date of issue - 01.12.2021
- Place of issue - MADURAI
- Date of Expire - 30.11.2031

Personal Details:

- Father's Name - Abdul Jabbar
- Nationality - INDIAN
- Date of Birth - 02.12.1981
- Gender - Male
- Marital Status - Married
- Visa Status - Tourist Visa

PROFESSIONAL SUMMARY:

As an executive with more than 15 years of professional working experiences in Facilities Management and construction Strong knowledge and communications skill have led me within the depth. understanding and good knowledge in managing HR operations, On boarding, off boarding, Recruitment, and office administration. Proven track record of successfully streamlining business operations and reducing costs. Adept at analyzing data to identify trends and developing strategies to improve efficiency.

EXPERIENCE

- Support the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening,
- scoring tests, arranging, and conducting an interview, communicating with line managers and offer negotiation.
- End to End recruitment and employee documentation.
- Completed new-employee processing to meet payroll and statutory compliance requirements to include orientation, new hire forms, documentation, and applicant background profile.
- Streamed lined Labor and immigration process paperwork.
- To arrange the Medical, Tawjeeh class and Emirates id fingerprint for new joiners
- Generating and maintaining HR reports for facilitating strategic decisions for the organization.
- Maintaining payroll and attendance record.
- Addressed public questions, complaints and requests and provided necessary assistance.
- Generated reports detailing findings and recommendations.
- Maintained database systems to track and analyze operational data.
- Preparing employee attrition reports.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Completed human resource operational requirements by scheduling and assigning employees.
- Coordinated implementation of people-related services, policies, and programs through departmental staff
- Preparing Employees Labor and Immigration cancellation and End of benefits.
- Maintained human resources regulatory compliance with Labor and federal laws.
- Performed administrative and customer service functions by responding to general employee inquiries, addressing employee relations issues, and scheduling meetings.
- Provided updates on HR policy changes to employees to satisfy compliance and Local laws.
- Developed succession plans and promotion paths for staff.
- Spearheaded shared governance and collaboration on employee relations, HR administration, collective bargaining agreements and related HR topics.

- Administered compensation, benefits, Leave salary, Annual Air fare and performance management systems at direction of supervisor.
- Budgeting and forecasting team operations.
- Effectively resolved all employee relations issues and addressed concerns.
- Handling employee retention and employee grievance.

SKILLS:

- | | |
|---------------------------|--------------------------|
| ➤ On boarding | ➤ Employees Relationship |
| ➤ Benefits Administration | ➤ Off boarding |
| ➤ Databases | ➤ Time Management |
| ➤ payroll | ➤ Budget Analyzing |
| ➤ Recuirting | ➤ Labor law |
| ➤ Leave Management | ➤ Adminstration |

EXPERIENCE:

- **Officer-People Services;** Al Ghurair Facility management Services, **Jan 2022 – March 2024**
Dubai, United Arab Emirates.
- **Human Resources Executive,** **Jan 2013 - Dec 2021**
Modern Building Maintenance Co. LLC, Dubai, United Arab Emirates.
- **Human Resources Assistant,** **Aug 2008 - Dec 2012**
Emirates Security Services, Dubai, United Arab Emirates.

EDUCATION:

- **Master of Science (MSc), Sep 2002 - Jun 2004**
Jamal Mohamed college, Trichy Tamilnadu

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.