

Office & HR Manager CV Sample

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MBA (HR) graduate with 7+ years experience as **Office and HR Manager** (UK & UAE) and Internship Experience (**Dubai, UAE**). Strong Human Resources background includes benefits administration, new employee orientation, payroll, recruiting, hiring, training, staff development, staff evaluations and reviews.

Well conversant with Dubai labour laws and visa rules and keep updated on the day - to - day changes in visa and labour laws. Strategically align HR policies and programs in order to accomplish ambitious corporate goals in a sales environment. **Management experience includes** organizational administration, office procedures, accounting, finance management and import-export dealings. **Seeking a position as Office and HR Manager. Willing to relocate anywhere in the UAE.**

PROFESSIONAL STRENGTHS INCLUDE

- ❖ Staff Recruitment & Development
- ❖ Payroll Management
- ❖ New Hire Orientations
- ❖ Employee Relations
- ❖ Labour Laws & Visa Rules
- ❖ General Accounting
- ❖ Cash Management
- ❖ Debt Management
- ❖ Inventory control
- ❖ Financial Reporting
- ❖ HR Policies, Processes & Procedures
- ❖ Leadership Coaching and Counseling
- ❖ Change and Conflict Management
- ❖ Time Management
- ❖ General Administration

COMPUTER SKILLS

- ❖ Office Management : MS-Office, Excel, Tally

KEY COMPETENCIES AND SKILLS

- ❖ **Employed proactive management** and strong leadership techniques to generate accomplishment-driven workplace environment.
- ❖ **Implemented higher performance standards** through Organizational Operations Management, Time Management, Training, Development and Human Resources Management.
- ❖ **Records of accomplishments** based on ability to motivate people, conduct effective training sessions, and achieve bottom-line results in taking companies to new levels of success.
- ❖ **Analytical Skills** - Processing data and information, keeping records, and tabulation, performing cost analysis, training staff on policies and operations, and developing standard operation procedures.
- ❖ **Excellent record** of effectively analyzing, compiling and synthesizing data into written reports. Exhibit a record of big picture vision with ability to outline necessary steps.
- ❖ **Initiated** a series of internal system and operational changes to capitalize on emerging technologies and application enhancements, increasing efficiency and productivity.
- ❖ **Organized and efficient.** Skilled at managing multiple tasks with competing priorities.
- ❖ **Possess** valid UK driving License (**Transferable to Dubai, UAE**).

PROFESSIONAL WORK EXPERIENCE

xxxxxxxx Ltd (Manchester, UK)

June 08 to Nov 13

OFFICE/HR MANAGER

- ❖ A **UK based company** that transacts its business of wholesale and retail through import of rice from various countries and its export to Middle East, Africa, Philippines, Thailand and other countries.
- ❖ **Coordinated and directed** all human resources and office activities for more than 60 employees that **included taking over/handing over**, recruitment, hiring, training, staff development, staff evaluations and

Name not included for anonymity

reviews, payroll, leave, health, safety, labor insurance, passport, visa, labor card etc.

- ❖ **Ensured** effective hiring procedures and recruitment strategies, for marketing & sales support control, **abiding with labour laws and visa rules.**
- ❖ **Created** job descriptions and provided counseling and training to new recruits.
- ❖ **Supervised** the development and implementation of financial information and control systems including general ledger, budgeting, job costing, cost allocation, and other subsystems.
- ❖ **Ensured** effective and efficient control in the business units and related projects including planning & control, payments & cash management, general accounting fixed assets and management reporting.
- ❖ **Analyzed and resolved** personnel grievances and counseled management on employee-related issues.
- ❖ **Evaluated** managers and supervisors and reviewed evaluations of hourly staff.

Achievements:

- ❖ **Instrumental in implementation of PRP** (performance related pay), resulting in reduction in labour cost, sick leave and absenteeism and increase in the productivity and profitability of the company.

INTERNSHIP EXPERIENCE

XXXXXXXXXXXXXXXXXXXX xxx, xx xxxxx, Deira, Dubai

Mar 2008 to Aug 2013

Intern (HR Training Progress and Solution) - For 2 months in each year

- ❖ **Main business of the company** is man power supply.
- ❖ **Checked** labour insurance, health, safety, passport and visa processing for more than 150 employees every month. Duties also included **taking over/handing over**, recruitment, hiring, training, staff development, staff evaluations and reviews, payroll, leave, labor card etc.

XXXXX xxx XXXXXXXX, xxx, Deira, Dubai

Mar 2008 to Sept 2013

Intern (HR Training Progress and Solution) - For 2 months in each year

- ❖ **The company** purchases chocolates from Belgium and then distributes them over the Middle East.
- ❖ **Checked** labour insurance, health, safety & visa processing for more than 47 employees every month.

PROFESSIONAL QUALIFICATIONS

- ❖ **HR Training and Progress** – FED HR solutions, Dubai – May 2012
- ❖ **MBA (HR)** - Glyndwr University of Business School, UK – June 2011
- ❖ **British Culture & English Language** - Glyndwr University of Business School, UK – May 2010
- ❖ **BBM** - Nehru Institute of Management, Coimbatore, Tamilnadu, India – May 2005

PROFESSIONAL TRAININGS/CONFERENCES/SEMINARS ATTENDED

- ❖ “HR Implements and Procedure” – XXXXXXXX Ltd., Manchester, UK.
- ❖ “Wasted Management” XXXX XXXXX UK Ltd., Manchester, UK.
- ❖ “Change Management” XXXX XXXXX Ltd., Manchester, UK.
- ❖ TQM (Total Quality Management) XXXX XXXXXXXXXXXXXXX, Liverpool, UK.

PERSONAL INFORMATION

Date of Birth	: 20th May 1982	Nationality	: Indian (Permanent Resident of UK)
Gender	: Male	Visa Status	: Dubai (Visiting Visa)
Marital Status	: Married	Languages	: English, Hindi, Tamil,
Religion	: Muslim		Bengali and Malayalam.

References Available on request