



RASHID ABUBACKER

HR ASSISTANT/ADMINISTRATOR

4 Years. Experience

Ras Al Khaimah, U.A.E

rashidkckd@gmail.com

+971 50 499 8625

EXPERIENCE

AL ALI CONSTRUCTION & DEVELOPMENT LLC

Ras Al Khaimah

HR Assistant

2019 March - Present

- **Administration**
- **Employee Data Management**
- **Payroll Processing**
- **Time Keeping**
- **Recruitment**
- **Regular Report**
- **Compensation and Benefits**
- **Disciplinary and Grievance**

• **Administration**

- Liaising with a wide range of people involved in policy areas such as staff performance, attendance, accommodation, employees welfare, employees relations, on-boarding, immigration (new workers visa)
- Bridge management and employee relations by addressing demands, grievances or other issues
- Assist with day to day operations of the HR functions and duties which includes filing, documentation, data-entry of personnel data into the HR system

• **Employee Data Management**

- Preparing new employee file and maintain filing checklist
- Keep custody of employees personal files and maintain Employee record in HRMs timely. Ensuring all HRIS systems are up to date with the required data.
- Assist employees with work matters, career development, personal problems and industrial matters

• **Payroll Processing and Time Keeping**

- Prepare the monthly attendance report for the payroll process.
- Downloading the accurate attendance data and checking the punch in/out accurately.
- Process and issue employee monthly pay slips, and ensure their distribution to the employees.

ABOUT ME

Working professional with 4 years of experience as HR Assistant with excellent organization ability, familiarity with hr software and strong communication skills. Looking for a reputed company to deliver my skills for ensures the HR department is organized and operates smoothly to attract, hire and retain employees.

AREA OF EXPERTISE

- HR systems and Database
- Time Keeping
- Accounts Auditing
- Experience with an HRIS / HRMS
- Knowledge of labor laws

SOFTWARE

ERP Packages

- SAP
- Tally.ERP 9
- ePROMIS

MICROSOFT SUITS

- Advanced Excel
- Word
- Power Point

QUALIFICATIONS

Diploma in Financial Accounting

2017 **Bachelor of Commerce**
University of Calicut

2014 **Computer Application**
Higher Secondary

• Recruitment

- Support and communicate effectively with new employees during the pre-hire onboarding period to ensure a smooth and effective joining process
- Assist our recruiters to source candidates and update our database

• Regular Report

- Prepare regular reports and presentations on HR metrics
- Follow up on weekly basis report on the progress and highlight the risk/issues to the management.
- Ensure respective project managers send weekly update to their respective stakeholders
- Manage the Unit Budget and report on monthly basis

• Compensation and Benefits

- Medical insurance processing for employees including addition, deletion and replacement of medical cards.
- Maintaining compensation and benefits reports, preparing Performance bonus.

• Disciplinary and Grievance

- All type of Grievance handled by maintaining the register, counselling the employees, resolving the problems, maintain the smooth flow of the harmonious relationship.

PETRON EMIRATES

HR Assistant

CONTRACTING & MANUFACTURING
CO. LLC, DUBAI

2017 - Feb. 2019

Project : AL - TAWHEELAH ALUMINA having 3000 manpower

- Work in partnership with recruitment team on the recruitment (selections, pre-screening and interviews)
- Preparing weekly and monthly reports.
- Verifying and approving TA, DA Claims and Overtime
- Maintaining HR related records such as Accident records.
- Time keeping of each worker engaged in the project.
- Preparation of gate pass for project materials.
- Provide clerical and administrative support to HR executives
- Monitoring employee's attendance on daily basis

ACHIEVEMENTS

2019

Certificate of Appreciation

Successful execution of
SMP - 1 scope of works

Al Taweelah Alumina Project

DRIVING LICENSE DETAILS

Valid Light Motor Vehicle (Manual)

License in Dubai, U.A.E

License No. : 3804833

Date of Issue : 17/03/2018

Date of Expiry : 17/03/2025

CORE SKILLS

- HRIS Observation Skill
- Highly Proactive and Enthusiastic
- Strong Interpersonal Skill
- Presentation Skill
- Sharp Analytical Skill
- Communication Skill

LANGUAGES

English
Arabic

Hindi
Malayalam

PASSPORT DETAILS

Passport No. : L 9075707

Place of Issue : Cochin

Date of Issue : 09/05/2014

Date of Expiry : 08/05/2024

PERSONAL PROFILE

Date of Birth : 11/01/1996

Father's Name : K.M Aboobacker

Marital Status : Married