

**Mohammed Javeed Shariff**

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## **CAREER OBJECTIVE**

*Administrative/HR Coordinator with over 4 years of experience managing business office functions and providing executive level support to principals and clients. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the Company's needs.*

## **PROFESSIONAL EXPERIENCE**

### **NATIONAL MARINE DREDGING COMPANY**

**HR / ADMIN COORDINATOR – 2 years (2019-2021)**

- Coordinate & delegate the task to the appropriate person of the team..
- Assisting my team in several works like editing reports, Compiling & Monitoring several employee reports.
- Maintain the HR team's calendar (schedule meetings, interviews, HR events etc).
- Monitoring daily track of Timesheets & Updating in Oracle & also maintaining the track of Leave Schedule of Department & all employees.
- Understanding the progressive disciplinary process & assisting with policy enforcement, consistency & file maintenance.
- Communicating with our employees through phone for solving their Queries.
- Answered all benefit related questions sent to the HR inbox within 48 hrs.
- Managing employee benefits including open enrollment, layoff periods & inquiries regarding benefits.
- Working on the daily Project Manpower in Excel for providing the Updated data for Submission on weekly & Monthly Meeting.
- Responsible for new hire set up including new hire offer letters, accurate initial data entry that was distributed to company-wide systems.
- Maintaining the track of Passport/visa renewals, CICPA Passes, PPE, & Coordinating with respective team to collect & following up for renewing.

**Company: SNAB and Constructions Private Limited, Chennai.**

**Project Coordinator - 2 years (2016-2018)**

## **RESPONSIBILITIES**

- Preparation of Project Schedule (Tools used: Primavera, MS Project etc.)
- Covering Entire scope & within defined timelines.
- Delivering service and support to all the customers through telecom.
- Troubleshooting software and hardware issues related to networking.
- Recognizing issues with top priority and addressing them.

- Planning for budget required for the Project & creating various budget heads to Document & monitor the expenses.
- Coordinate with Project Execution Team and Design team for any design/site Issues.
- Collect periodic updates & prepare daily, weekly & monthly updates of the project.
- Ability to follow up effectively and ensuring that all queries have been met and Handled by the team.
- Ability to work under pressure and delivering solutions to customers before deadline.

#### **EDUCATIONAL QUALIFICATION:**

- B.E - ELECTRONICS & COMMUNICATION ENGINEERING, Anna University
- DIPLOMA PROGRAMME in Safety Engineering
- BBA, Lingaya's University

#### **OPERATIONAL SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft power point
- SQL
- Aconex
- Power BI

#### **ACHIEVEMENTS**

- Attended Microsoft Power BI-NMDC Training & Achieved Microsoft Certificate in Data Analyst Associate – POWER BI
- Completed one day Course in HSE Induction in NMDC Company.
- Achieved a valid UAE Driving License

#### **PERONAL DETAILS**

- |                   |   |                              |
|-------------------|---|------------------------------|
| • Date of Birth   | : | 29/10/1993                   |
| • Nationality     | : | Indian                       |
| • Marital Status  | : | Single                       |
| • Languages Known | : | ENGLISH, HINDI, URDU & TAMIL |

#### **PLACE: ABU DHABI**

Yours truly

**Mohammed Javeed Shariff**