

SUJEESH M R
{ADMIN, HR, LEGAL, PROCUREMENT & SECRETARIAL JOBS}

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sujeeshmnair@gmail.com

[30/07/2021]

The HRD Manager]

Dear Sir,

Kindly accept this application from a highly enthusiastic, motivated, and knowledgeable professional who wishes to apply for the Office Admin, HR, Legal, Procurement & Secretarial job vacancies.

I am a performance-driven professional with 10+ years of impressive track record in driving secretarial initiatives as well as initiating, coordinating, and enforcing systems, policies, and procedures related to general office administration including legal matters, hr and procurement jobs. I am seeking a challenging profile with a dynamic organization to utilize accrued strategic acumen, towards achieving organizational objectives.

I worked with A M Legal Associates as Administrator & Legal Officer @ Kannur- Kerala (India) from 18th September 2018 to 5th March 2021 .

I was working with City Square Trading & Contracting W L L in Qatar as Office Administrator, HR Executive & Procurement officer from 10th January 2010 to 27th June 2017 and after I joined with Liberty Trading & Contracting W L L in Doha as Admin & HR Coordinator from 05th July 2017 to 2nd August 2018. I have served as the first point of contact for all Secretarial, HR, Procurement Coordinator, Office administration, Administer in HR-related documentation; such as contracts of employment, all government related documents renewals, visa stamping, health card issuance and renewals, arrangements of employees accommodation etc., Leveraging exceptional communication skills, business development, operation and administration, relationship management, branch operation with advanced IT Skills. I'm fiercely competitive in my approach to acquire business, and handle complex situations from both a strategic and a tactical perspective. I have ensured that the organization's vision is clearly understood by all employees and established a sense of direction and motivated staff to work toward common goals that can lead to the exceptional growth.

I have an extensive experience of over 10+ years in Business segments and now am very keen to join your company because you are able to offer applicants an array of impeccable career opportunities and growth opportunities. I possess excellent management skills including client relationships, negotiating, resolving disputes and critical thinking. I would be grateful for the opportunity to showcase my abilities further at a personal interview. Please feel free to communicate with me.

Sincerely,
SUJEESH M R

SUJEESH M RAVEENDRAN

ADMIN, HR, LEGAL, PROCUREMENT
& SECRETARIAL JOBS



CONTACT

+971564314647

✉ sujeeshmnair@gmail.com

📍 Sharjah, UAE

ACADEMIC CREDENTIALS

MA (MASTER OF ARTS)

- Madurai Kamaraj University, India.

LLB (BACHELOR OF LAW)

- University of Mysore, India.
- Attested by MOFA UAE

BA (BACHELOR OF ARTS)

- University of Mysore, India.
- Attested by MOFA Qatar

DIPLOMA HUMAN RESOURCE MANAGEMENT

- University of Mysore, India.

PLUS TWO

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATION

- DIPLOMA IN COMPUTER APPLICATIONS, INDIA.

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

PROFILE SUMMARY

To be part of an organization which values employees committed to ingenuity, perseverance and provide opportunity for continued development. A highly qualified, organized and motivated professional with more than 10+ years of work experience in Office administration / H R/ Legal Officer / Procurement / Secretarial Jobs in various companies. Work experience in self-reliant and capable of working independently and in a team environment with strong administrative and communication skills.

KEY SKILLS

- | | |
|--------------------------|-------------------------|
| • Critical Thinking | • Interpersonal Ability |
| • Work Ethic | • Detail Oriented |
| • Communication | • Evaluation |
| • Leadership | • Executive Skills |
| • Organization Skills | • Hardworking |
| • Strong Decision Making | • Analytic Skills |

EMPLOYMENT CHRONICLE

ADMINISTRATOR & LEGAL OFFICER | Sep 2018 – Mar 2021

A M LEGAL ASSOCIATES, KANNUR, KERALA, INDIA

KEY RESPONSIBILITIES

- Performing legal research and preparation of legal documents for submitting in the court.
- Pleading, analysing legal issues for civil and criminal appeals and presenting reports.
- Assisting with lawyers in court proceedings, collecting evidence, and interviewing witnesses. Performed docketing, e-filing, and investigation jobs. Liaised between clients, law consultants, and court staff.
- Verified facts, assessed court action, and evaluated case law.
- Performed duties of record-keeping, clerical, and secretarial duties as required.
- Drafted trial briefs and explained court judgment to clients.
- laws and regulations are always changing and being modified, it's up to the Legal Officer to continuously research legal resources such as articles, codes, statutes, judicial decisions and more

ACHIEVEMENTS

QATAR

- Contributed substantively to a high level of patron loyalty through my interpersonal skills, length of service and my understanding of the personalities, preferences and expectations of customers.
- Participated and leading the team to achieve the Central Tendering Committee's Certification (D Grade) (City Square W L L)
- Participated and leading the team for achieving ISO Certification (City Square W L L)

INDIA

- Participated in many laws related awareness camps in Karnataka – India.
- Participated in various mediation sessions for the part of district legal aid camps in Kannur, Kerala – India

COMPUTER PROFICIENCY

MS Office Tools ★★★★★

Internet & Email ★★★★★

Basic Operation ★★★★★

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Kannada
- Tamil

ADMINISTRATION SECRETARY & H R COORDINATOR | Jul 2017 – Aug 2018

LIBERTY TRD & CON. W L L, DOHA, QATAR

KEY RESPONSIBILITIES

Planning, Analyzing and Recruitment.

- Analyzing the current manpower inventory – predict manpower plans
- Managing H.R Tracker, making future manpower forecasts
- Sourcing means of recruitment (Agency, media advertisements and online)
- Prescreen candidates, evaluating with Job requirements.

HR Operations

- Ensure that HR operational policies and processes are adhered and continually improved.
- Manage all activities concerning the sourcing & recruitment of staff, performance management, staff discipline, and administration.
- Manage HR operation based on a detailed up-to-date understanding of local labour law.
- Supervise and coordinate all matters of visas, work permits, Residence and QID.
- Maintain full records of each associates employment history and ensure such information's are kept confidential.

Employee Communications

- Manage the communication of key messages, business strategy, vision and values to all staff.
- Promote employee communication activities and to encourage feedback from Associates.
- Set up and be the primary point of contact for the employee communications committee.
- Maintain a positive relationship with Associate Representatives.
- Ensure employee grievances, disciplinary procedures are monitored.
- Lead the implementation of employee recognition schemes.

Employees Engagement

- Responsible for organizing events like Birthday party, Annual events, Promotion, farewell parties EOM, Annual Party and etc.,
- Employee Accommodation and Transport
- Supervise and coordinate all matters of Associate accommodation, facilities, and transport.

Exit Management

- Analyze the reason for exit and coordinate with management to provide replacements Conducting Exit interview and sending the reports on monthly bases to the management.

Health, Hygiene, and Safety

- Supervise and coordinate all matters of adherence to H&S policy.
- Compensation & Benefits
- Implement corporate and local policies & processes for salaries and benefits
- Implement and monitor employee incentive, bonus schemes and medical reimbursement.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 22-12-1982
Nationality : Indian
Marital Status : Married

Passport No : K8703514
Validity : 01-01-2023

PERMANENT ADDRESS

Mullasseriyil(H), Sasimala Post,
Pulpally, Wayanad, Kerala, India. Pin -
673579

DRIVING LICENSE DETAILS

Holder of Valid
Indian & Qatar Driving Licenses
Indian D L No: 10376/02 (LMV)
Qatar D L No: 28235629375 (Car)

KEY RESPONSIBILITIES

- Co – Ordinate with HODs and manpower consultants for requirement.
- Responsible for recruitment during pre – opening and post opening.
- Arranging & Conducting interviews along with respective HODs
- Issuing appointment orders, appraisal letters, confirmation letters and swipe & QID cards.
- Processing application of employment, work permit, renewing Residence visas and labour cards
- Preparing job description for all the positions.
- Updating time and attendance records.
- Responsible for staff and managers Accommodation & furniture on site / Off Site.
- Maintaining all Personal files, Confidential files and leave records of all staff.
- Preparing Handbook, updating policies, procedure and implementing.
- Arranging for medical examination & coordinating with ministry for reports
- Responsible to maintain confidentiality in team as it's a fundamental requirement & to support all senior managers, executives & team leaders, to ensure adherence to the standards and policies for smooth operations.
- Entering details of new recruits and maintaining Employee Database in H R System.
- Responsible for Payroll and compensation (medical reimbursement, vacation and final settlements).
- Maintaining & Monitoring cleaning schedule, Material requisition, dispatch and Staff Food consumption.
- Staff Attendance and overtime reports, Staff transportation etc.,
- Responsible for all staff Passports under safe custody
- To manage all reports related to staff improvement assessment, team satisfaction survey, team building & motivation details
- In charge of staff accommodation arrangement, to provide room, equipment's & to manage high standard of cleanliness & hygiene to provide staff healthy & safe environment.
- Responsible for required Ministry renewals for the Trade License, Civil defines, Building & Health, Chamber of Commerce, Establishment and rental agreement.
- Lessoning between management and staff to maintain good relationship.
- Overall supervision and maintenance of workers and staff's accommodation.

ADVOCATE | Jul 2009 – Dec 2009

VARIOUS COURTS IN MYSORE, KARNATAKA, INDIA

KEY RESPONSIBILITIES

- Answer questions from clients or staff members, providing in-depth explanations.
- Resolve problems with patients, customers, or staff members by finding effective solutions
- Rules that govern their professional conduct arise out of the duty that they owe the court, the client,

INTERESTS



Songs



Travelling



Reading

REFERENCES

- Available upon request

PROCUREMENT COORDINATOR

KEY RESPONSIBILITIES

- Investigate the market to identify potential acquisitions and perform research to determine how appealing each opportunity is.
- Oversee all inventory and equipment purchases, identifying areas of potential savings.
- Relay information to inventory and employee management team, taking their reports into consideration at all times.
- Create forecast of demand to be prepared for upcoming requirements.
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.
- Improved profits by nearly 10 percent

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Date: 30/07/2021
Place: Sharjah (UAE)

SUJEESH M RAVEENDRAN