

Name : Salim Hajimiyan Malim
Visa Status : Visit Visa / Currently Available in Dubai – UAE.
Availability : Immediately
Mobile : 00971 56 4630021 / 0091 7900180524
Email : salimmalim@yahoo.com



Executive Summary:

- Service-oriented professional with 15+ years' Dubai UAE Multinational Company experience.
- Proven competencies in handling HR & Office Administration / General Affairs.
- Ability to handle Representative Office / Branch at Dubai – UAE (have JAFZA & Free Zone experience)
- Liaison with company trade license, employee visa, establishment card, lease, EHS certificate.
- Coordinating with subsidiary / branches globally to sustain better coordination as per HQ guidelines.
- Demonstrated strong ability to do multitask, maintain strict confidentiality of company records.

Employment History:

Feb 2008 – Jul 2018 : Sr. HR Assistant / Office & General Affair Administrator
LG Electronics
 JAFZA Dubai – U.A.E.

Human Resource Management

- Working closely with the business units and supervisor to understand the needs of the department to fill the vacancy in a timely manner as per accurate Job Descriptions.
- Deal with recruiting company for shortlisting candidates as per department requirement and support at interview process.
- On-boarding formalities, transfer and exit formalities for the employees.
- Manage visa process for the company employee in close cooperation with the PRO for entry permit, employment visa, work permits, visa renewal, visa cancellation, visa medical, emirates ID, labor contract. Deals with ministries and immigration authority.
- Prepare attestation and legalization of documents as required by company.
- Manage employees and their dependent health & life Insurance – (addition, removal, amendment and cancellation). Submission and reimbursement of claims and settling invoices on quarterly basis.
- In charges of others Insurance: WMC, motor, third party liability, marine & property risks.
- Assisting in a setup of a desk for a new joiner
- Handel time and attendance accesses management system.
- Liaised with new employee for various concerns such as car lease, new mobile SIM, electricity connection, internet connection, children's school admission support.
- Liaised with company security gate passes, short term and long-term entry pass.
- Searching and acquiring residential properties for employees; negotiating on tenancy agreements.
- Visiting overseas embassy and consulate to apply business visas for business tripper.
- Assist the employees in opening of new bank account for salary transfer and general bank services.
- Organized and maintain employment contracts, personnel files, tenancy contract, and employee passport and update employee information in the HR ERP system.
- Employee relations such as prepare various letter request i.e. salary certificate, NOC, and business correspondence for employees as required.
- Verifying staff personal related expenses and sending the monthly deductions list to payroll.
- Monitor daily staff movement, i.e. keep track of personnel who are either on holiday, out of the office on business or off sick in-order to direct calls appropriately to the right department.
- Organize conference, schedule meeting and meeting room booking management.
- Conducting company event such as marketing, staff parties and team building activities.

Office & General Affair Administration

- Point of contact on personnel, administration, and public relations matters, ensure smooth functioning of the office in handling day-to-day activities.
- Organize and maintain a variety of records paper and electronics files related to departmental operations and ensure office filing and storage systems are up to date.
- Coordinating office facilities maintenance and repairs on best way of reducing cost and in a timely manner.
- Liaison with company registration, trade license issuance/renewal, establishment card issuance/renewal and lease renewal process.
- Responsible for renewal of EHS certificate and post mailbox.
- Deal with vendors to ensure enough office supplies to support office operations, order stationery, pantry items and manage inventory.

- Organize for visits of top management, client, guest, distributor and delegation as per requests.
- Responsible for the timely, accurate and efficient preparation and management of documents. Control the numbering, sorting, filing and retrieval of both electronic and hard copy produced by legal departments.
- Effectively manage all official letters, AGM contracts, documents filing, and record keeping.
- Actively involved in managing the leased company's properties, managing their timely payments.
- Handling day to day activity of admin driver, office boys and security.
- Managing company utility bills electricity, internet, mobile and land telephone.
- Handling reception, answering phone calls, including greeting guests and handling company inquiries.
- Sorting, distributing and arrangement of office logistics, postal mail, courier, parcels and correspondence.
- Deals with printing press to arrange company letter heads, envelopes, business cards and employee IDs.
- Directed the whole scale of administrative operations, flight travel ticket booking, hotel reservations and visit visa process.
- Monitor and maintenance of office and IT equipment's (laptops, monitor, projector, printer, copier, scanner, IP land phone, network, Wi-Fi router, scanners, e-fax etc...)
- Responsible for company physical assets management and inventory.
- Arranging and preparing LPOs when requested by concerned team promptly.
- Arranging statement of accounts for various supplier on a monthly basis and forwarding them to accounts team to proceed the payment.
- Handling petty cash, admin related expenses and claim.

Sep 2003 – Feb 2008

Middle East Insulation LLC

Dubai – U.A.E.

: Administration Assistant

- Read and analyze incoming memos, present reports to find out their significance on various concerns and plan their distribution to appointed unit for proper response.
- Open, sort and deliver incoming correspondence, including faxes and e-mail.
- Preserve proper records of incoming and outgoing correspondence, file documents/letters systematically and keep all assigned files up-to-date. Keep confidentiality in all company documents.
- Liaise between management and employees on all administration matters.
- Primarily giving all assistance to the HR / Admin. Manager in day-to-day activities.
- Administrative function: regulating visa formalities and Co-ordination with PRO for employment procedures. New employees joining formalities & Introduction. Employees insurance, Record keeping & follow-up for registration & renewal of company vehicle, Airline ticket Booking, Hotel Booking, Lessoning with Etisalat & DEWA, Procuring stationery IT & office equipment's. Maintaining employee's personal files & office records. Office correspondence and follow-ups. Employee exit formalities.
- Maintain contacts with all external agencies and associations. Maintaining daily staff attendance record, transportation, Labor camps & contract.
- Supported the smooth running of the office on a day-to-day basis and support the accounts.

Oct 2000 – Sep 2003

Tata Teleservice (Mah) LTD

Mumbai – India

: Customer Support - Material Management Store

- Material Receipt: - Preparing GRN for all the material received to stores.
- Octroi: - Informing octroi agent regarding material and material value.
- Inspection: - All the goods received from warehouse are physically verified.
- Dispatches: - As per the requisition received from operation head or from dispatch dept. Material is dispatched to the respective location, franchisee or vender via invoice, delivery challan & gate passes.
- Faulty Material's: - All the faulty material's received from field are segregated and are dispatched to respective vendors for the repairs.
- SAP, Meta Solve Entry & CRM: - All the SAP & Meta Solve entries are made on time as per the installation, disconnection, replacement, shifting & dispatches.
- Inventory: - All imported material and local purchase material are checked as per invoice and packing List.
- Staging of Material: - All material is stage in their respective location in proper manner.
- Stock statement: - On daily basis stores, stock is circulated to respective concerned head.

Education Qualification & Certification:

- Higher Secondary Education in Commerce - From Burhani College of Commerce.
- Computer Hardware and Networking – From interman Training Sharjah
- Computer Operation and Windows Application – From Hashemiah Computer
- Certificate from Maharashtra State Bureau India of Examination for English typing writing speed 40 WPM.

IT Skills:

- Proficient in MS Office application (Word, Excel, Power Point, Outlook, MS windows, SAP & Internet).
- Have knowledge in computer hardware and software.
- Maintain company IT equipment like printer, copier machine, access card and Fax machine.

Trainings:

- Was in Sea Cadet Corps (Mumbai – India) as cadet on Training ship Jawahar for 3 ½ years and attained Rank of Able Cadet.
- Sep 2008 - Integration of Sales & Marketing from American University Dubai
- Oct 2011 – Attain LG Electronics MEA IT Conference at Seoul - South Korea
- Dec 2012, Oct 2013, Oct 2017 – Attain LG Electronics MEA IT Conference at Dubai.
- Feb 2017 - Heart Saver First Aid CPR & AED from American AESD center at Cedars Hospital Dubai
- Jun 2017 - LG Electronics Team Building Activity at Lagos - Nigeria
- Jun 2018 - LG Electronics Assets Management and Branch visit at Abidjan – Ivory Coast
- Jun 2018 - LG Electronics Team Building Activity at Lagos – Nigeria

Achievements:

- Dec 2008 - Peer Recognition award from LG Electronics President.
- Nov 2012 - Received an award for Best employee of the Month from LG Electronics President.
- Feb 2013 - Received Long service award on for Five years of service with LG Electronics from LG Electronics President.
- May 2014 - Promotion Award to higher Grade G2 from LG Electronics President
- Nov 2016 - Received an award for Best employee of the Month from LG Electronics President.
- Feb 2018 - Received Long service award for Ten years of service with LG Electronics from LG Electronics President.
- Mar 2015, 2016, 2017 - Increment for Performance & contribution to LG Electronics during the fiscal year

Personal Details:

- Nationality : Indian
- Religion : Islam
- Date of Birth : 21st January 1976
- Marital Status : Married
- Languages : English, Hindi & Urdu
- Driving License: Light Vehicle (UAE)
- Hobbies : Reading news & swimming
- Reference : Available upon request

-End-