

CURRICULUM VITAE

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OBJECTIVE

A challenging and growth oriented position, which offer challenging to work on latest technologies and to contribute my services to the organization and at the same time increasing my skills. To secure an appointment, offering the challenges and responsibility to commensurate with skills and experience.

EXPERIENCE

Worked with Hajee A P Bava & Co Construction Pvt Ltd as Senior HR Officer from July 2018 to August 2020

- ❖ Creating new ESIC & UAN for new joining employees
- ❖ Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- ❖ Updating and maintaining employee benefits, employment status, and similar records
- ❖ Maintaining records related to grievances, performance reviews, and disciplinary actions
- ❖ Preparing new employee files
- ❖ Maintaining current HR files and databases

Worked with Almoayyed Al mukhaimer Construction Co W.L.L as Coordinator (A division of Almoayyed International Group, Bahrain) from July 2016 to May 2018.

- ❖ Answering employee questions
- ❖ Processing incoming mail
- ❖ Creating and distributing documents
- ❖ Providing customer service to organization employees
- ❖ Maintaining computer system by updating and entering data
- ❖ Setting appointments and arranging meetings
- ❖ Maintaining calendars of HR management team
- ❖ Participating in recruitment efforts

- ❖ Posting job ads and organizing resumes and job applications
- ❖ Scheduling job interviews and assisting in interview process
- ❖ Ensuring background and reference checks are completed
- ❖ Preparing new employee files
- ❖ Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- ❖ Conducting benefit enrollment process
- ❖ Administering new employment assessments
- ❖ Serving as a point person for all new employee questions
- ❖ Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- ❖ Answering payroll questions
- ❖ Facilitating resolutions to any payroll errors
- ❖ Maintaining current HR files and databases
- ❖ Updating and maintaining employee benefits, employment status, and similar records
- ❖ Maintaining records related to grievances, performance reviews, and disciplinary actions
- ❖ Performing file audits to ensure that all required employee documentation is collected and maintained
- ❖ Performing payroll/benefit-related reconciliations
- ❖ Performing payroll and benefits audits and recommending any correction action
- ❖ Completing termination paperwork and assisting with exit interview.

2014 November – March 2016 – Falcon Force as Process Associate at Guragon, Hariyana.

2009 January – 2013 January – P.S. Management, Arab Ship Building & Repair Yard (ASRY) Hidd, Bahrain Office Assistant – HR Assistant.

- ❖ Control of 400 personnel in our company
- ❖ Time control, Shift Coordination, Muster roll preparation using Data Base Software package.
- ❖ Preparation and Calculation of Man Hours
- ❖ Documentation of Medical, travel details of personnel
- ❖ Control of Inventories
- ❖ Manpower, Equipment Co – Ordination for outside sites.
- ❖ Placing purchase order for materials as per site requirement
- ❖ Log Inventory, maintenance and store administration
- ❖ Hoses/Cables. Gas movement, control & update details
- ❖ Vehicle log inventory & maintenance

- ❖ *Personnel safety equipment, records/request/distribution*
- ❖ *Consumable advice- advice requests/control*
- ❖ *Submission of Management Information System*
- ❖ *Preparation of Passport Renewal, Visa Renewal, CPR Renewal, LMRA*
- ❖ *Arrange Air Ticket for Personnel Travel*
- ❖ *Up to Date Data Entry with MS – Excel*

2008 June – 2008 December – Metal Crafts Constructors PVT Ltd, Jamnagar, Gujarat - Admin Executive

- ❖ *Control of 700 personnel in our company*
- ❖ *Time control, Muster roll preparation using Data Base Software package.*
- ❖ *Preparation and Calculation of Man Hours*
- ❖ *Submission of Management Information System*
- ❖ *Up to Date Data Entry with MS – Excel*

EDUCATIONAL QUALIFICATION

Course	University/Board	Year
<i>M B A – HRM & Marketing</i>	<i>M G UNIVERSITY,KERALA</i>	<i>2005 - 2007</i>
<i>BA HISTORY</i>	<i>M G UNIVERSITY,KERALA</i>	<i>2002 - 2005</i>
<i>+2</i>	<i>KERALA EDUCATION BOARD</i>	<i>2000 - 2002</i>
<i>SSLC</i>	<i>KERALA EDUCATION BOARD</i>	<i>1999</i>

PERSONAL SKILLS

- ❖ *Strong Analytical, Problem solving, Innovation, Adaptability and Quick Learning skills.*
- ❖ *Work well individually as well in team, hard working.*
- ❖ *Highly organized and dedicated, with a positive attitude.*
- ❖ *Able to handle multiple assignments under high pressure.*
- ❖ *Dedicated to work extra hours if it is required.*
- ❖ *To maintain and establish good working relationships during the performance of work*
- ❖ *Ability to identify potential issues and revise current processes to improve the operations*

- ❖ *Ambitious and energetic composed under pressure and get along very well with people at all levels*
- ❖ *Possess excellent correspondence & communication skills*
- ❖ *Very organized with professional approach*

PERSONAL DETAILS

Date of Birth : *12-08-1982*

Marital Status : *Married*

Father's Name : *M C Zachariah*

Caste & Religion : *Christian, Catholic*

Nationality : *Indian*

Sex : *Male*

Contact Details : *+971 -526670918*

Language Known : *English, Hindi, Malayalam*

Passport No : *R 7678816*

Date of Issue : *02-08-2017*

Date of Expiry : *01-08-2027*

Place of Issue : *Bahrain*

I hope my educational qualification and experience would measure up to your standards. I shall produce all pertaining originals when called for. I assure and promise you that I shall work to the best of knowledge and also discharge my abilities and service with all sincerity and perseverance.

Thanking you in anticipation.
Yours Sincerely,

Robin Zachariah

Date

Place