

YASAR ARABATH

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MAIL ID : sosqso@gmail.com**KNOWLEDGE & SKILLS**

- ✓ Well practiced in HR dept. & Strong Administration skills.
- ✓ Good knowledge about UAE, Qatar and Oman labor laws.
- ✓ Payroll Process.
- ✓ Facilities management systems.
- ✓ Sourcing, interviewing, recruiting, selecting and hiring.
- ✓ Employee full and final settlement as per Labor law.
- ✓ MS Office - Adobe Photo Shop - Local Databases system

PROFESIONAL EXPERIENCE**ARABIAN HORSE TRADING LLC. Muscat - Oman**

HR & Admin cum Sales executive (Apr 2019 - Nov 2020)

- Sourcing, interviewing, selecting and hiring
- Coordinate with PRO for visa process.
- Maintain and updated employees records.
- Employee Monthly payroll process and pay slip.
- Sending letter to employee NOC, salary certificate & memos.
- Terminate the employee process and fix exit interviews.
- Full and final settlement process.
- Facilities supervising labor camp and staff accommodations.
- Renewal, update the building contract, rent and invoice claim
- Provide support with presentations, reports, and relevant meeting materials.
- Manage the office shared folders and filing systems
- Raising purchase requests
- Receive and fill telephone orders for parts.
- Fill customer orders from stock and place orders when requested items are out of stock.
- Receive payment or obtain credit authorization
- Assist customers, such as responding to customer complaints and updating.
- Locate and label parts and maintain inventory of stock.
- Discuss use and features of various parts, based on knowledge of machines or equipment.
- Maintain and clean work and inventory areas.

SILVER STEED TRADING AND CONTRACTING LTD. Doha, Qatar

HR & Admin cum facilities management supervisor (Oct 2015 - Feb 2019)

- Monitoring and maintaining office equipment and inventory supplies;
- Creating, updating, and maintaining records and databases
- Updating office policies and procedures
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting department managers, staff, and CEO

- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.)
- Preparing correspondence, documentation, or presentation materials
- Payroll calculation of wages and salary.
- Arranging temporary workers for projects basis part-time/ contract basis.
- Well knowledge about recruiting the workers from Nepal Bangladesh and India.
- Attending the Workers and staff attrition analysis about leave management, finding poor working conditions, sickness, accidental, transport arrangement and overtime calculation.

SOLAR SQUARE SOLUTION, Tamilnadu, India

Admin Executive and Business coordinator (Sep 2012 – sep 2015)

- Sourcing & recruitment , personnel management, Managing personnel files of all divisions, site inspection, collating attendance, assisting payrolls, co-coordinating in office rules and training joiners.
- Prepare periodic financial reports for management review.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Cost control and ensuring timely implementation of the project. Fulfills general office duties such completing requisitions/purchase orders, expense reports, check request, answering phones, taking messages, photocopying, filing, distributing mail and day-to-day administrative duties as assigned for the operation of the area office.
- Maintain the executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

ETA Ascon Company, UAE, Dubai

HR EXECUTIVE - (JUN 2007 – July 2012)

- Activities pertaining to day to day office functioning, attendance & absences, leave planning management, maintenance of personnel records, statistical information related to employees.
- Appointment order preparation to the staff.
- Best practices in Human resources KPI (includes KPIs of employee loyalty, labor relation, compensation, training and development, recruitment etc.)
- Follow up of Work Permit & Passport renewals with Liaison department.
- Maintain the HR Data Base and regularly update the personnel information.
- Prepare and send out successful and unsuccessful letters to candidates.
- Prepare personnel change reports for Administration.
- Respond to apply the bank & insurance card for employees.
- Attend to all incoming correspondence such as mails, courier's faxes, e-mails, and telephone calls.
- Maintain an organized filing and follow-up systems for all correspondence, confidential documents, circulars, memos.
- Visa cancellation processes to the staff those who are resigning and terminating from their service.
- Arrange exit interview to the staff who resigned and terminated.
- Settlement preparation to the cancelled staff.
- Preparing leave settlement to the staff those who are going for vacation and emergency.
- Entering salary and grade status to the staff in system after revised.
- Maintaining staff master list.
- Maintaining Workmen accommodation camps.
- Respond to apply the bank & insurance card for employees.
- Visa Deposit and organize the transport and accommodation for new employees.
- Planning, organizing and work into the vision of the management.
- To coordinate training programs to the employees as per their qualification and their needs,
- To coordinate panel interviews to the staff, those who are all completed the probation period,
- Counsel the employee as per their grievance.

- Recruitment process of the company coordinating with Corporate HR.
- Screening the profiles and sending forwarding it to the requisite department heads. Visa processing for the selected employees.
- Arranging interviews as per the manager instructions.
- Applying new visas to the newly hired employees of the company.
- Prepare and submitting monthly reports.

ILYAS LAPIDARY CO., LTD, Bangkok, Thailand

Planning & Quality Controller (May 2006 to Oct 2006)
Reporting to: Senior Manager

M/S. SKYTECH TECHNOLOGY, Chennai, India

Data's Quality Check (Nov 2004 to Apr 2006)
Reporting to: Manager

ACADEMICS

- MBA (HR) - Master Of Human Resource, Alagappa University (2008)
- BCA - Bachelor of Computer Application University of Madras, Sathak College in Chennai 2006

Academic Project:

Project Evaluation & Industrial relations

Training Course:

HR Management - Dubai Institute of Business Management (DIBM).

Certificates:

1. Hardware & Networking Diploma in Computer (2005) in Acel IT Academy in Chennai, India.
2. AutoCAD (2008) in Al Madani Centre in Dubai, UAE

PERSONAL DETAILS

Nationality	: Indian
Date of Birth	: 19 th June 1982
Languages Known	: English, Hindi, Tamil & Malayalam
Marital Status	: Married
Passport No	: k7811607
Driving License	: Oman & Qatar Driving License
Visa Status.	: Visit visa Up To Jan 24th 2022