

# SANCHO LAZAR



**D.O.B:** 28 - JUNE - 1995

**PHONE:**

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## SKILLS

- Quick Learner
- Leadership
- Team Management
- Communication skill
- Excellent Assisting

## EXTRA-CURRICULAR ACTIVITIES

- Participated as a volunteer for College fest
- Member of College Nature Club Camp
- Active Member of School Eco Club
- Part of the College Cricket and Badminton Team

## LANGUAGE KNOWN

1. English
2. Hindi
3. Malayalam
4. Tamil

## PROFILE

Strive towards personal & professional growth by embarking on new and challenging assignment with an aim to bring about process improvement & business profitability. Providing value addition to the task assigned.

## WORK EXPERIENCE

### HUMAN RESOURCE EXECUTIVE, ROYAL ALLIANCE LABOUR SUPPLY SERVICE, DUBAI

20<sup>TH</sup> SEPTEMBER 2021- 4<sup>TH</sup> DECEMBER 2021

- Assisting the HR Manager
- Managing the employee grievances and taking necessary steps to solve their problems.
- Keeping a close look at the employee's labour and immigration details.
- Recruiting and selecting the right candidates for the right job.
- Issuing offer letters for the selected candidates.
- Applying for labour cards for the selected staffs.
- Applying for Visas both Inside and Outside.
- Applying and arranging Medical, Emirates ID and Tawjeeh for the new staffs and old staff's renewal.
- Coordinating with clients to meet their requirements of man power.
- Applying and arranging for Labour cancellation and Labour.
- Absconding if necessary.
- Preparing Labour Supply Contracts with new clients after discussion.
- Applying and renewing various certificates and other important documents of the company.
- Applying for the new Quota for the company.
- Coordinating with Insurance agencies for the Addition and Deletion of staffs in Medical Insurance policy.
- Scheduling the staffs to various client sites for work as per their requirements.
- Verbal and Nonverbal communication with 50+ clients.
- Compiling and updating employee records

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**STORE KEEPER, ANTO'S FISH POINT, KOLLAM, KERALA**

15<sup>TH</sup> OCTOBER 2018 – 1<sup>ST</sup> JANUARY 2019

4<sup>TH</sup> APRIL 2019 – 15<sup>TH</sup> AUGUST 2021

- Keeping Records of daily sales and restock.
- Managing the store staffs.
- Ensuring that the store is kept clean.
- Receiving and unloading supplies received.
- Returning, packing, pricing and labelling of the supplies.
- Furnishing the managers with accurate information regarding the stock
- Answering and greeting customers in a polite manner.

**CLERICAL ASSISTANT, WALA AL KHAIR MARBLE & GRANITE, ABU DHABI**

18<sup>th</sup> FEBRUARY 2019 – 18<sup>th</sup> MARCH 2019

- Assisting superiors in their day to day activities.
- Duly schedule meetings for the superiors.
- Answering and greeting customers.
- Preparing tea and other refreshment beverages for guests.
- Taking requirements from the Customers.

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**EDUCATION****B.COM- COMPUTER APPLICATION**

SHREE VIDHYADHIRAJA COLLEGE OF ARTS AND SCIENCE

2014 - 2018

KERALA UNIVERSITY – 65%

**INTERMEDIATE**

TKM CENTENARY PUBLIC SCHOOL

2013 - 2014

C.B.S.E – 75%

**SECONDARY EDUCATION**

INFANT JESUS ANGLO INDIAN HIGHER SECONDARY SCHOOL

2011 – 2012

I.C.S.E – 68%

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**PROJECT DONE**

- A study of labour welfare on the staffs of Bishop Benziger Hospital Kollam Kerala India
- Perception of youth on various smartphone brands.