

SAMANTHA JOSEPH

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Location: Dubai, United Arab Emirates

Visa Status: Employment

Availability: Immediate Joining



~HR / Administration Manager~

- Multi-dimensional Professional with **progressive 5 years' of UAE experience managing General Administration, HR Operations & Visa Processing, Payroll Management & Employees Relations.**
- **Working with Mena Water – Huber Technology FZC, Sharjah as HR Administrator.**
- **Worked with Azinova Technology, Dubai, as HR / Admin Executive.**
- Adept in heading general administrative functions involving, procurement, transport management, canteen matters, housekeeping, maintenance and up-keep of establishment, etc.
- Adroit in handling documentation for Visa requests of employees coming from overseas or for local outbound employees, rich experience in processing Visa and Work Permit in UAE.
- Possess good knowledge of policies and regulations on business and work permit visas to different countries.
- Ambitious and organized team player with the ability to communicate effectively and efficiently. **Proficient with HRIS, applicant tracking and benefits management. Tremendous knowledge of HR Analytical, Management & Administration Skills.**
- **Present Sound knowledge of UAE Labor Laws and Practices.**
- Excellent command on languages: English-Arabic-Hindi-Urdu

HR Skills

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|--------------------------------|-------------------------------------|--------------------------------------|
| HR Best Practices | Organizational Development | Change Management Workforce |
| Employee Relations & Diversity | Employee Performance | Planning & Development |
| Talent Acquisition | Improvement Leadership Development | M&A Strategies & Due Diligence |
| Staff Coaching & Mentoring | HR Policy, Process & Systems Design | Organization-Wide Consensus Building |

PROFESSIONAL EXPERIENCE

Mena-Water – Huber Technology - Sharjah, UAE

(March 2020 Till Present)

Generalist - HR Administration

- Develops and maintains a positive working relationship with various department heads as required to work through project development and management problem-solving.
- Maintains office services by organizing office operations and procedures.
- Controlling the record of incoming and outgoing documents.
- Responsible for Transportation, Housekeeping of all the employees.
- Responsible for Guest-House Management.
- Responsible for recruitment and selection of new employees.
- Manage and maintain the staff.
- Keeps the Directors informed by reviewing and analyzing the special reports and summarizing the information.
- Ensure Data is entered into the system.

- Ensures transactions are properly recorded.
- Follow the safety and QA/QC policies and procedures.
- Perform other assignments as and when instructed by the Directors.
- Decision making in relation to the Day to Day Office Admin Activities.
- Decisions relating to the operations of the department.
- Preparing and issuing offer letters and follow up with the candidates.
- Monitoring HRMS ERP database and preparing reports for business.
- Liaising with Expatriate Senior/Junior Staff Members for Visa Process.
- Preparing online individual Visa Process list and following up on the same.
- Assisting in setting and clearing medical insurance and other employee benefits
- Legalising visit visa staff/employees to Residence Visa
- Preparing New Visas of Business Trip (Schengen countries, Qatar, Saudi Arabia, Singapore, Malaysia, etc.)
- Compiling Renewal list from ERP system for processing their Visas/Work Permits Renewal before expiry.

Payroll / Timekeeping:

- Compiled and handled the payroll of 10000+ employees' salaries and for transfer of employee's salary in their particular bank accounts and cash payments to operatives who does not possess account.
- Helps in the handling the wage payment procedure (WPS Payroll) with the Accounts Department.
- Computers and Records payroll data as scheduled.
- Maintains payroll records in compliance with state and federal regulations.
- Provides payroll information regarding merit increases to managers as requested.
- Tracks and resolves payroll errors.
- Completes payroll adjustments and corrections as necessary.
- Ensures that payroll functions are performed in accordance with established policies and procedures.
- Preparation of attendance summary from Time Sheets provided by site supervisors.

Annual Leave Payment / Final Settlement / Benefits:

- Prepared annual leave payment for employees proceeding on leave.
- Arranged air ticket booking through travel agency (with less quotations as possible)
- Handled visa cancellation / resignations employees.
- Prepared final payment and calculated leave salaries and gratuities for the employees proceeding on cancellation.
- Advised sites for transfer of terminated / resignations employees for final payments.
- Liason with medical and life insurance for employees with best quotation.

Free Zone & PRO related Work:

- To dealing with Ministry of Labour Office Visa related documents submission.
- To dealing with Ministry of Labour Office Accommodation, inspection, new visa quota updating related documents submission.
- To dealing with Tas'heel authorized typing office visa related documents typing.
- To dealing with immigration office visa renewal, new visa stamping and visa cancellation.
- To dealing with New Visa submission for Business trip (Schengen & GCC countries)

Azinova Technologies –Dubai, UAE

(Feb 2016- Feb 2020)

HR / Admin Executive

- Prepared MIS Report (Management Information System)
- Maintaining all the records related to Employees.
- Post Job advert, Prepare job description.
- Perform Recruitment and selection process
- Prepare HR policies as per the need of the organization.
- Conduct and arrange trainings for professional development.
- Assist in Payroll and Attendance
- Launch and implement Employee benefits.

- Follow up, Tracking and E-mailing Activities related to recruitment.
- Monitoring passport, residence visa & labor card renewal for the employees.
- Maintaining all the original passports.
- Replying /answering any objection / Clarification or any needed information for the new candidate.
- New joiners reporting to the department heads.
- Preparing letters and internal memo (increment / warning / terminate / promotion / notice)
- Coordinating with travel agency for air ticket booking.
- Scheduled / arranged meetings and appointments.
- Preparing all the work “Manual – Computerised” related to employment visa application.

**L’ecole for Advanced Studies–
University of London Programmes**

(2013-2016)

Sr. Executive HR & Admissions / Senior Alliance Manager

- Directed admissions process, organised campus tours, interviews, open houses, and information sessions.
- Closely collaborated with the accounts department regarding registration and enrolment.
- Designed a pay plan to formulate pay budgets, direct periodic pay surveys, and schedule job evaluations and individual pay actions.
- Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.

Bake Parlor – FMCG Company - Pakistan

(2011-2013)

HR Officer / Assistant Manager to the Head Office

- Skillfully formulated reports, reminders, and follow-ups, proofread text of all admissions marketing material and advertisements.
- Produced policies and procedures, such as working conditions, performance management, and disciplinary procedures to achieve identified goals.
- Formalised job descriptions and person specifications, generated job adverts, staff handbooks, and appointment letters, and checked application forms to select candidates.

Young’s Food – FMCG Company– Pakistan

(2009-2010)

Executive Secretary to MD

- Created a long term schedule for the executive.
- Ensured that the executive attends all important meetings.
- Managed Executive's phone calls.
- Conducted any research the executive needs.
- Made travel arrangements on behalf of the executive.
- Solved issues that the executive requests.
- Scheduled meetings for the executive and Communicated between the executive and employees.

Personal Traits

- A team player and hard worker
- Good confident and self-motivated person
- Commitment to continuous learning and skill development
- Willing to face new challenges

Education

- **Course:** Master of Business Administration in Human Resources
Batch: (2009-2013)
Institution: Iqra University, Karachi, Pakistan
- **Course:** Bachelors in Commerce
Batch: (2007-2009)
Institution: University of Karachi, Pakistan

Computer Exposure

- MS Office (Excel, Word, Power Point, V Lookup, Pivot Table & Open Office)
- Power BI – Advanced Excel for Projects
- Working Knowledge under
- Trello Organiser
- Slack Channels
- Application Tracking System
- Attendance Software – Time Pac
- Outlook Emails & I-pack
- HRIS - data management software
- G-Suite (Google, Gmail, Google Calendar, Google Docs, Google sheet, Google Slides)

Professional Development Trainings with Certificates

- Certified Compensation & Benefits Manager– Global HR Certification Series 2018 - Pre approved by HRCI USA
- Quality Management Systems– E-Learning Network (Pearson's Certified Training from the UK)
- Creating a Culture of Candor– Society Development for Training
- Super Secretary–TCS Octara
- Communication Skills for Office Manager - Education Resource Development Centre

Accomplished Projects

- Employee Leave Encashment Rule Launchedemployeefriendlybenefitsforemployeestomaintain regularity and punctuality for better workproductivity.
- Manual to Digitalised HR Successfully revamped an entire orthodox human resource system by converting into tech based system. Less consumption of paper and time.
- Change Management –Human Capital Conducted change transition in human capital staff following after strategic performance analysis and exit interviews within limited time resources.
- Introduced and successfully executed a transition planning system to secure all the work done by an employee who leaves or gets terminated from the company without notice. This idea protected numerous important data that employee secretly takes with them.