

KODI BASHEER IBRAHIM

HR Cordinator PRO Assistant/Admin Assist/Assist Procurement



Permanent Address:
Kukkaar, Uppala,
Kerala, India.

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EDUCATION

SSLC **1982**
Board - Karnataka Secondary
Education Examination Board
Institution - Bharat school
Mangalore

ITI **1983-1985**
Institution - Sayyid Madani
educational trust

1st PUC **1983**
Board - Karnataka Preuniversity
Board
Institution - Sayyid Madani
educational trust

LANGUAGES

English, Hindi, Arabic, Kannada,
Malayalam, Tamil, Konkani

Personal Details

Marital Status :Married
Date of Birth 20 February 1964
Passport Number U0824602

WORK EXPERIENCE

TGAC, UAE **July-2000 Nov-2020** **HR Cordinator/PRO Assistant/Assistant Procurement**

Manage Visa process (new visa and renewal, medical check, emirates ID and labour card) Manage and maintain employment contracts, personnel files and employee information in the system. Visa and labour related all work start to end.

Creating Master Data for new and existing employee files, Id's arranging and updating as well.

Maintaining HR Records and systems, maintaining employees' personnel file.

Performing Administrative jobs. And manage employee.

Manage the system – Resignation/termination of employee files, annual and sick leaves.

Responsibility of Passport and Passport related all work.

All Trade Licences renewal and follow-up work and Land Renewal and Follow up Work.

Assisted in Procurement in Aluminium Profiles,Accessories,Glass and related products in manufacturing the end products.

Accommodation renewal and follow up work and controlling as well.

Coordinating with employees each and every aspects. Service requests, staff movement handling employees' issues, rules and regulations.

Coordinating with each camp boss camp related works and some issues in camp night time solve the problems.

Coordinating with each site responsible person to collect absents and other related

Royal Express, UAE **April-2021 Present** **HR Cordinator/PRO Assistant**

Manage Visa process (new visa and renewal, emirates ID)

Document Clearance for the process intended.

Coordinate with HR Department with document preparation etc and related work.