



SUMAN KABEER

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CAREER OBJECTIVE

To work in a value driven company where I will be able to contribute towards my own personal development and the people, to acquire a challenging and responsible position with a company offering advance opportunities which will develop and actively enhance my acquired skills, abilities, and knowledge.

EDUCATION

- Bachelor's Degree in Electronics & Communication (B Tech) (2005-2009)
- Certificate for Human Resources Professional has been completed from Regional Institute ILM CERTIFICATE.

ORGANISATIONAL EXPERIENCE

Company: NUVAC GENERAL TRADING LLC, Abu Dhabi, UAE

Job Title: HR Executive (March 2019 – Oct 2020).

Roles and Responsibilities: -

- Managed full cycle of recruitment.
- Technical knowledge of Document Control System and processes.
- Plan, allocate and evaluate workload to meet project requirements through effective time management skills.
- Ensure accessibility, traceability and accuracy of documents, Control workflows management and documents distribution and submittal logs.
- Recognized as Departmental resource of Company for the Policies and Procedures, grievance and complaints.
- Provided administrative support and coordinated department project work as required. Prepared and circulated circulars provide proper training programs.
- Implementing HR Policies and Procedures and Compliance Matters.
- Manage payroll effectively with Accounts section.
- Manage & Support on boarding program for new employees Liaise with the P R O on visa.
- Typing of site documents and follows up of all the site needs and to Open, sort, and distribute incoming correspondence.
- Determining HR department requirements and assisting HR manager in planning of Organizational Recruitment.
- To develop planning and scheduling, Progress measurement & Progress reporting requirement and to in-cooperate them in to agreements. ☐
- Proven ability to build relationship at many levels.

Company: ALHUSAM CO. Company, Abu Dhabi,

Job Title: HR Executive (Dec 2016 – Dec 2018).

Roles and Responsibilities: -

- Perform frequent review of the procedures and delivers the results.
- Provide training to the staff as per the requirement and doing the follow up on the same.
- Maintain weekly/monthly site report and submission of the reports to the line Managers and providing corrective measures to improve the performance on quality.
- Co-ordinating with manufacturers to provide necessary support and training to the staff in order for the successful completion of the project.
- Provide Guidance and support in HR Policies and procedures.
- Prepare timely reports on Quality performance and provide necessary assistance.
- Perform necessarily Follow up with various departments in order to ensure the quality and current updates of the work.

Company :Armia international

Job Title: *HR / Document Controller (Feb2015- July2015)*

Roles and Responsibilities:-

- Responsible for acting as first point of contact for company managers who are seeking advice, guidance & Support.
- Implementing HR Policies and Procedures and Compliance Matters.
- Proven ability to build relationship at many levels.
- Co-ordinating day to day activities and providing necessary support.

Company: Edex international, India

Job Title: *HR Co-ordinator (Nov 2014– Jan2015)*

Roles and Responsibilities: -

- Maintaining physical and digital personnel records like employment contracts and Update internal databases with new hire information.
- Manage and oversee documents for a particular project and technical documents for assigned projects regarding quality, revision status, timely receipt and distribution.
- Create and distribute guidelines and FAQ documents about company policies.

PERSONAL SKILLS

- Good Computer knowledge and analytical skills.
- Quick learner, Team leader and adaptive by nature
- Good interpersonal skills.

PERSONAL DETAILS

DOB	:	26 th January 1986
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Married
Visa status	:	Husband visa
Languages Known	:	English, Malayalam and Hindi

REFERENCE

Reference will be available upon request.