

Curriculum Vitae

S. Syed Mohamed Buhary

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Burdubai, Dubai.



Career Objectives:

- Seeking a challenging career in a progressive and growth-oriented organization where my skills and qualification could be effectively leveraged.

Experience: (DUBAI):

- [December 2010 to September 2018] Electro-mech Technical Associates. L.L.C, M&E Division as an Office Assistant in HR Department.
- [October 2018 to September 2020] AG Engineering L.L.C as an Office Assistant in HR Department.

Roles And Responsibilities:

- Prepare/update monitoring tools to keep track of personnel mobilization, annual leaves, and air tickets, vehicles assigned to employees, mobile phones and office assets.
- Coordinates services such as records control and other administrative activities for the entire project and resolving day-to-day administrative issues.
- Provides administrative support to locate suitable talent and fill project's human capital requirements.
- Smooth mobilization, on-boarding, staffing and demobilization tasks are performed with minimal supervision.
- To develop, plan and implement goals and objectives for staff directly reporting to myself.
- Preparing Re-joining reports, Experience Certificate & Arranging Visa Medical Staff's and Workers.
- Arrangement of employee travel, visa and passport expire date details, arrivals and departure.
- Staff accommodation and expatriate guest stay. Workers advance.
- Common area upkeep is maintained. Others to various policies pertaining to the administration Dept.

Detailed HR Duties:

- Collecting Staff & Workers Updates reporting management also Monitoring WP & RP of all newly joined Workers as well as renewals.
- Basic knowledge of Oracle E-Business Suite (HRMS), Data Entry, SAP check & updating annual leave, Re-joining & sick leave.
- New-hire orientation, development and training logistics and record keeping.
- Assisting with employee relations company employee communication.
- Compensation and benefits administration and record keeping.
- Employee safety, welfare, wellness, and health reporting.
- Maintaining employee files and the HR filing system.

Experience: (INDIA):

- [March 2021 to October 2021] I Bridge Business Service LLP (Tirunelveli -TAMIL NADU) Data-serv Team worked as a Process Executive in Data entry.

Educational Details:

- HSC at Golden Jubilee Matric. Hr. Sec School – INDIA
- MRAC at Industrial Tech. Institute – INDIA

Personal Information:

Father's Name : P. Shahul Hameed
Nationality : Indian
Date of Birth : 21/01/1991
Marital Status : Married
Gender : Male
Language Known : Tamil, English & Hindi
Visa Status : Visit Visa
Visa Expiry : 20Th Jan 2022

Declaration:

- I consider myself familiar with all of Admin works. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Yours Faithfully,
S. Syed Mohamed Buhary