



P.DINESH KANNAN
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~Middle Level Assignment~

Experience in **HR & Administration** with an organization of repute in Oil – Gas & Construction industry preferably in Gulf Countries

PROFILE SNAPSHOT

A dynamic professional with **nearly 17 years** of experience in:

**~ HR & Administration
~Site Supervision**

**~Admin Operations
~MIS Documentation**

**~HR Coordination
Employee Master & Visa matters**

- Gained exposure in managing day-to-day HR & Administration operations of the organization while meeting goals of the company
- Expertise in documenting MIS reports for the top management's perusal
- Instrumental in reporting & day-to-day admin related activities, Manpower mobilization, HR coordination
- Proficient in overseeing attendance records, leaves, personnel files and records of employees
- Significant experience in working ERP , SAP
- Conversant in tracking & maintaining inventory levels for all items required

ORGANIZATIONAL EXPERIENCE

May -2019 Maa Kuthari Global LLC - Oman as HR / Admin Officer / Site Administration

Key Result Areas:

- Managing recruitment agents/ selected candidates for mobilization of personnel from different countries
- Tracked Manpower Mobilization as per site mobilization
- Arranging documents for completing medical & Civil ID formalities of newly joined employees
- Responsible for maintaining personnel files, HR Packages and preparation of daily, weekly and monthly MIS reports.
- Time Keeper for Admin related queries
- Preparation of monthly attendance for staff and workers
- Arranging necessary gate passes to enter in to project site as per client requirement
- Hotel booking and Air Ticket booking for top management officials and visitors
- Formulation of Personnel and Administration Formats and its implementation
- Preparation of purchase orders of ticket booking etc.
- Maintaining HR data bank of all the employees through HR Package, including Passport details, visa details etc.
- Air Ticket arrangements for all employees and co-ordination with Travel agent for booking
- Setting up of site facilities for the project
- Preparation of Demo list and the Demo Letters
- Preparation of Payment certification
- Weekly manpower report on the basis of joining / releasing / transfer of the employees from the company
- Foreman wise strength report
- Camp Boss regards workers arrival and accommodation
- Preparing various reports & Letters using Excel & Word.
- Knowledge of ISO Documentation / Procedure
- Knowledge of Equipment Inspection
- Handling petty cash
- Overall general Administration

Dec 2018 -May 2019 Ineco Almanah - Qatar - HR Officer (Shutdown Job)

- Co-ordinating with PRO for Visa Processing
- Tracked Manpower Mobilization as per site mobilization
- Co-coordinating with Gate Pass section for all Pass & Access related issues
- Arranging documents for completing medical & Civil ID formalities of newly joined employees
- Preparation of purchase orders of ticket booking etc.

- Air Ticket arrangements for all employees and co-ordination with Travel agent for booking
- Setting up of site facilities for the project
- Carried out wage/salary revision in respect of Executives after obtaining approval from the HR/Admin-Manager
- Preparation of Demo list and the Demo Letters
- Weekly manpower report on the basis of joining / releasing / transfer of the employees from the company
- Knowledge of ISO Documentation / Procedure
- Overall general HR & Administration

June'17 - January 2018 Maa Kuthari Global LLC - Oman as HR / Admin Officer

Key Result Areas:

- Tracked Manpower Mobilization as per site mobilization
- Arranging Medical Insurance for all employees
- Arranging documents for completing medical & Civil ID formalities of newly joined employees
- Responsible for maintaining personnel files, HR Packages and preparation of daily, weekly and monthly MIS reports.
- Time Keeper for Admin related queries
- Formulation of Personnel and Administration Formats and its implementation
- Preparation of purchase orders of ticket booking etc.
- Handling petty cash
- Maintaining HR data bank of all the employees through HR Package, including Passport details, visa details etc.
- Air Ticket arrangements for all employees and co-ordination with Travel agent for booking
- Setting up of site facilities for the project
- Carried out wage/salary revision in respect of Executives after obtaining approval from the HR/Admin-Manager
- Preparation of Demo list and the Demo Letters
- Weekly manpower report on the basis of joining / releasing / transfer of the employees from the company
- Foreman wise strength report
- Camp Boss regards workers arrival and accommodation
- Knowledge of ISO Documentation / Procedure
- Overall general Administration

May'15-Apr'17 Maa Kuthari Global LLC - UAE as HR / Admin Officer

Key Result Areas:

- Tracked Manpower Mobilization as per site mobilization
- Arranging Medical Insurance for all employees
- Arranging documents for completing medical & Civil ID formalities of newly joined employees
- Responsible for maintaining personnel files, HR Packages and preparation of daily, weekly and monthly MIS reports.
- Time Keeper for Admin related queries
- Formulation of Personnel and Administration Formats and its implementation
- Preparation of purchase orders of ticket booking etc.
- Handling petty cash
- Maintaining HR data bank of all the employees through HR Package, including Passport details, visa details etc.
- Air Ticket arrangements for all employees and co-ordination with Travel agent for booking
- Setting up of site facilities for the project
- Carried out wage/salary revision in respect of Executives after obtaining approval from the HR/Admin-Manager
- Preparation of Demo list and the Demo Letters
- Weekly manpower report on the basis of joining / releasing / transfer of the employees from the company
- Foreman wise strength report
- Camp Boss regards workers arrival and accommodation
- Knowledge of ISO Documentation / Procedure
- Overall general Administration

May'12-Dec'14 Maytas Infra, Saudi Arabia as Jr. Site Administrator

Key Result Areas:

- Liaising with:
 - Head Office regarding Medical Insurance, Iqama, Exit Re-Entry, Work Permits, Driving License Process, Vacation, etc.
 - Time Keeper for Admin related queries

- Camp Boss regards workers arrival and accommodation
- Tracked all the vacation, sick, personnel time for all employees
- Documenting:
 - Weekly manpower report on the basis of joining / releasing / transfer of the employees from the company
 - Foreman wise strength report
- Overseeing data updating and maintaining of site manpower details
- Processing monthly attendance
- Formulating personnel and administration formats and ensuring its implementation
- Responsible for supervising P&A functions including Office Administration, Personnel activities
- Handling petty cash
- Working knowledge in document control
- Maintain Labor Camp details

May'10 – Mar'12 Dodsai E & C Fez., Algeria as Sr. Time Keeper in HR Department

Key Result Areas:

- Maintained HR date bank of all the employment through Gulf HR Package, including Passport details
- Documenting arrival & departure reports, leave statement & MIS reports and forwarded the same to HO
- Maintained all employees personal files

Apr'07 – Apr'09 Dodsai E & C Pte. Ltd, Qatar (Qatar Petroleum -CCSWP II Project) Data entry Operator (HR Assistant) in HR Department

Key Result Areas:

- Updated manpower list in MS Excel on a daily basis
- Recorded personal data in the Specialized HR Software (Gulf HR)
- Maintained visa processing data in MS Excel
- Oversaw compilation attendance for salary processing
- Checked:
 - Subcontractors invoices, created LPO and submitted it to Finance Department for Payment
 - Employees visa stamping formalities, medical, finger print, visa stamping date, visa expiry date and passport expiry date
- Sent Resident Permit Stamping Documents with passport to Country office for Resident Permit Stamping

Feb'99 – Apr'07 M/s AKS Alloys (P) Ltd., Chennai as Assistant Accountant & Export Documentation

Key Result Areas:

- Oversaw preparation of export documents & Invoices, company's monthly outstanding and inflow statement
- Maintained Registers & Records & Submission
- Filed monthly TDS and Service Tax Returns

PROFESSIONAL QUALIFICATIONS

2000 **B.B.A.** from University of Madras

IT SKILLS

- MS-Office'2000
- Accounting Packages - Tally 6.3 & 9 ERP
- Higher Grade in English Typewriting

PERSONAL DETAILS

Date of Birth : 25th May, 1974
Languages Known : English, Hindi and Tamil
Address : Aminjakari, Chennai
Nationality : Indian
Marital Status : Married
No. of Dependents : 3
Passport Details : N2782908