| **Madhu Manikkara Puthiya Veettil**  **Sr. HR Administrator**  **Contact Information:** **Mobile:** 055- 9329523, 050-2191511  **E-Mail:** madhukala2010@gmail.com **Present Address:**  BIC Contracting LLC, P.O. Box 10869, Dubai, UAE  **Personal Data:**  Date of Birth:30th May 1975  Sex: Male  Nationality: Indian  Marital Status: Married **Languages Known:**English, Hindi, & Malayalam  **Passport Details** Passport number-**P0026409**  Date of Expiry-**03/05/2026**  Place of issue **- Kozhikode**  **Interests:**  Interacting with people  Listening Music  Reading Magazine  Swimming  Learning anything creative | **CAREER OBJECTIVE:**  A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerable amount of knowledge regarding administration and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Now I am looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.  **SUMMARY OF QUALIFICATIONS**   * Nearly 13 years of experience working within Human Recourse as office administrator. * In depth knowledge of office administration. * Good knowledge in managing and maintaining filing and record keeping activities * Ability to multitask and manage conflicting demands.   **COMPANY: HABTOOR LEIGHTON GROUP (LLC)** [www.hlgroup.com](http://www.hlgroup.com) **DUBAI, UAE / HLG / BICC**  **HR Administrator (May 2008 – 30/04/2020)**  **Sr. HR Administrator (01/05/2020 - Till Date)**  Responsibilities   * Assist the section heads in the assigned HR function in order to support all HR functions and adherence to budget & time schedule. Oversee the function of database maintenance by the administrative assistants and generate reports as required * Provide executive support to the section / department head in order to manage the document flow and correspondence. Verify the documents put up for the signature of section / department head * Liaise with site administrators and camp bosses / camps manager for all HR issues in order to ensure that the project manpower requirements are supported. Support the camps and sites for transportation requirements and for compliance with all statutory & legal requirements * Administer personnel functions in order to provide efficient support to the employees for their smooth employment in HLG. Facilitate speedy settlement of employees’ dues related to vacation, termination etc. * Support the recruitment function in order to mobilize best possible workforce for HLG. Coordinate all the application processing for employment & residency by the government affairs section. * To supervise the activities of Database Operators and coordinate proper handling of data fields in order to update the ERP system. * To coordinate with camp bosses and timekeepers for the purpose of tracking the manpower allocation to projects in order to ensure adequate manpower at project sites. * To follow-up and update employee leave records and maintain a complete and comprehensive database record of human resources held by the company in order to comply with local government regulations regarding Expatriate Manpower     **COMPANY: UNIVAC SOFTWARE EDUCATION-KANNUR,INDIA**  **May 2006 – 2008 April Computer Faculty**  Duties   * Teaching office package- word, excel acess & PowerPoint. * Teaching Accounting package – Tally & Peachtree   **COMPANY: AL IETEBAR MARBLE & GRANITE FACTORY LLC,SHARJA**  **May 2004 to 2006 April - Assistance Accountant cum Secretary**  Duties   * All types of voucher transaction entered in Tally. * Preparing all types of invoices. * Documents keeping incoming & outgoing. * Managing cash and accounts. * Email reply for all clients.   **QUALIFICATION**  **Academic:**   * B.Com – Calicut University, Kerala, India (Applied)  +2 Madras University, Madras, IndiaS.S.L.C. Kerala Examination Board, Kerala, India.Typewriting English – Lower & Higher **Professional:**  **WIN98, WIN 2000, Win XP, WIN 7** MS Office 2010,Accounting Package (Tally&Peachtree) & Internet  **Certification:**  **Accounting Package**  **MS Office 2010**  **COMPETENCIES**   * Fast learner. Adapt well to changes and pressures in workplace. * Work effectively with diverse groups of people. * Friendly with an upbeat attitude. * Ambitious and committed to excellence. * Committed to deadlines and schedules.     Madhu. M.P. |
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