



Jacky Vikram

in @jackyvikram

HR ADMINISTRATOR: 5.3 YEAR EXPERIENCED MBA HR PROFESSIONAL

Strongly focused HR professional (UAE Experienced) with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.

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📍 Dubai, UAE
🛂 Visa Status: Visit visa
Transferrable
📅 Date of birth 21/06/1991
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Languages

English


Hindi


Tamil


Arabic


Malayalam


skills

Communication Skill


Attention to detail


Multi-Task Management


Problem solving & Decision Making


Team management & Leadership


Time Management skills


Customer Satisfaction


Education

From June 2012 to May 2014 **MBA**
Musalier Institute of management Pathanamthitta, Kerala
Specialized in HR & Marketing

From June 2008 to April 2011 **BBA**
SAS College Pathanamthitta, Kerala

From June 2006 to March 2008 **Higher Secondary**
P.S.V.P.M.H.S.S Pathanamthitta, Kerala
12th

Work experience

From December 2017 to February 2020 **Human Resource Administrator**
Prime Star Technical installation LLC Abu Dhabi

- Maintain daily attendance of office staff, drivers and all employees & doing Timesheet entries in ERP system on month end.
- Renewal of legal documents such as Trade License, MOA, POA, Electrical contracting license, Contractors classification certificate etc.
- Tenancy contracts Administration of office and other facilities, supporting camp officials for the labor accommodation & Locker custodian for all Employees passports & legal documents.
- The following Insurances (New & Renewals) for the company were completed correctly and on time: Employee Health Insurance, W.C, GLPA, Money Insurance, Vehicle insurance & follow up all insurance claims.
- Handling Payroll, Employee sick leaves
- Audited financial bookkeeping practices to ensure accuracy, compliance and without evidence of fraud.
- As needed, arranged for and/or conducted onsite training for employees.
- Provided support to HR to initiate operational improvements and resolve their problems, resulting in A-1 customer/client service.
- Assisted for the recruitment of new employees
- Worked tirelessly to resolve customers' problems to their satisfaction, which resulted in a loyal customer base and increased company's positive reputation.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

From January 2016 to November 2017 **HR & Admin Assistant**
Mayar Facilities Management LLC Abu Dhabi

From June 2014 to August 2015 **HR & Admin Officer cum Recruitment Assistant**
York Recruitment Kochi, Kerala, India