



ABOUT ME

To serve in a dynamic and growth oriented organization to make full use of my skills as well as my personal attributes and contribute meaningfully to the objectives of the organization and utilize the experience acquired in becoming a valuable team member.

SKILLS

- > Excellent Interpersonal & Communication skills
- > Adaptable
- > Hardworking & dedicated
- > Face new challenges
- > Target achievement
- > Best co-operation with superiors and colleagues
- > Swift decision maker

EXPERTISE


Microsoft Word



Microsoft Excel



ASHWIN PRASOBH

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 Flat No: 1004, Lebanese Building, Tourist Club Area, Abu Dhabi

EDUCATION

> MASTER OF BUSINESS
ADMINISTRATION(HRM)

May 2018 - May 2020
ANNAMALAI UNIVERSITY

> BACHELOR OF BUSINESS
ADMINISTRATION

May 2015 - May 2018
ANNAMALAI UNIVERSITY

WORK EXPERIENCE

United International Group(Abu Dhabi, UAE)
HR Coordinator | February 2021- Present

Functions and Responsibilities

- > Liaise with applicants on completing the necessary documents required for processing their labour approvals and visas.
- > Ensure passport validity is checked and all staff documents are scanned and placed on the sharing folder/HRMS.
- > Liaise with PROs for processing the staffs labour approvals and visas.
- > Arrange the applicants medical check and Emirates ID for visa processing and process financial requests related to medical examinations.
- > Run monthly reports on the visa and passport expiration dates of the staff two months in advance and inform the staff, relevant teams, departments and clients.
- > Follow up with the staff regarding the renewal of their passports within the time frame.
- > Follow up with the PROs regarding the renewed visas and labour cards.
- > Notify the staff once the renewals are completed and provide the staff with copies of their renewed documents.



LANGUAGES

English



Hindi



Malayalam



Tamil



J.Robinson Associates (Trivandrum, India)

HR Coordinator | February 2018 - February 2021

Functions and Responsibilities

- > Plan, implement and evaluate human resources and labour relations in the organization.
- > Co- ordinate all the lawyers and non- lawyer staffs in all the three offices at Thiruvananthapuram, Attingal and Neyyattinkara. Make sure that they have reported on time and perform their duties as instructed by the Firm head.
- > Interact with the new clients reaching at the office and collect necessary details from them for filing Compensation claims.
- > Collect and keep the records from the clients and keep them in safe custody till asked by the Firm head or the lawyer concerned.
- > See that the agents who are non- salaried, are paid reasonably without dues.
- > Plan and administer staffing, Training and Career Development.
- > Maintain human resources information and related records.

Raveendran Pillai & Indira Raveendran Associates (Trivandrum, India)

Administrative Assistant | January 2017 - January 2018

Functions and Responsibilities

- > Daily record keeping with electronic and hard copy filing of documents.
- > Obtain relevant information from other organizations or agencies.
- > Respond to clients and provide information to clients.
- > Create, format, revise and edit legal documents such as wills, deeds, affidavits, complaints, subpoenas and briefs.
- > Gather case evidence and documentation including medical records, statement of charges, client and witness statements.
- > Plan and schedule appointments, conferences, meetings and travel arrangements for legal staff.
- > Provide administrative support including copying, scanning and faxing.

Mana Masoud Alsarar (Dammam, Saudi Arabia)

Administrative Assistant | December 2015 - December 2016

Functions and Responsibilities

- > Hiring, supervising and evaluating staff members.
- > Handling basic office duties such as answering and routing phones, responding to emails, maintaining employee and financial records, data entry and reporting.
- > Ensuring that the office is well-maintained, organized and secured.
- > Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.



HOBBIES

- > Travelling the world
- > Listening to music
- > Playing Football & Cricket
- > Workouts
- > Watching movies

N.C.T.H (Abu Dhabi, UAE)

Administrative Assistant | July 2015 - October 2015

Functions and Responsibilities

- > Implement and monitor programs as directed by management, and see the programs through to completion.
- > Generate memos, emails and reports when appropriate.
- > Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines.
- > Maintain office supplies by checking inventory and order items.
- > Respond to questions and requests for information.
- > Answer incoming calls and assume other receptionist duties when needed.

Raveendran Pillai & Indira Raveendran Associates (Trivandrum, India)

Administrative Assistant | May 2012 - June 2015

Functions and Responsibilities

- > Daily record keeping with electronic and hard copy filing of documents.
- > Obtain relevant information from other organizations or agencies.
- > Respond to clients and provide information to clients.
- > Create, format, revise and edit legal documents such as wills, deeds, affidavits, complaints, subpoenas and briefs.
- > Gather case evidence and documentation including medical records, statement of charges, client and witness statements.
- > Plan and schedule appointments, conferences, meetings and travel arrangements for legal staff.
- > Provide administrative support including copying, scanning and faxing.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

ASHWIN PRASOBH