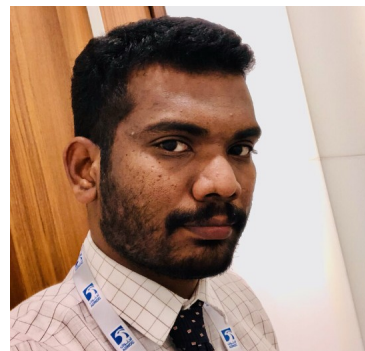


Inigo Iruthaya Dason

HR Assistant



Address: Mussaffa-Abudhabi- UAE

Mobile : +97-0545392724

Email: inigo525@gmail.com

OBJECTIVE

- To Work in an organizations which offers challenging tasks so that my knowldge can be shared and enriched.
- Flexible individual with advanced knowledge of HR principles and ability to professionally handle human resource assignment.
- Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as an HR assistant to provide high end administrative support in the human resource department.
- Self-motivated professional with 6 years of administrative experience in a manufacturing firm. Currently seeking an HR assistant position to utilize strong communication and management skill.
- Looking to obtain an HR assistant position in a fast paced environment to utilize my exceptional multitasking and administrative skills in the effective management of company resources.

WORK EXPERIENCE :

Abu Dhabi National Hotels Compass: Supervisor Administrator cum Pest Control Department: **Effective from 2016 MayTill Now**

- Arranging internal training for the new hired staff
- Arranging staff insurance cards
- Preparing staff employee situation forms
- Processing resignation documents
- Preparing staff time sheet.
- Good Dealing with clients about the operational filed
- Arranging medical and visa renewal for the staff,

- completing the target of monthly business target.
- Conducting monthly training with all staff .
- Arranging technician license from Govt Abu Dhabi Tamm-Tadweer (Eco Pest)
- Motivating the staff to doing good performance with valuable clients
- Dealing with clients, providing quotes follow up on monthly SOAS
- Preparing monthly performance inspection and TBT reports
- Responsible for any call-outs of pest control or emergency disinfection services
- Keeping record of vehicles, and responsible for maintenance, services, accident reports, traffic violation, conduct briefing every week of the drivers
- Preparing monthly schedules for clients (ADNOC Sites, Radisson Blu AUH & Al Ain, Park Hyatt, Le Meridien, Sheraton Marriot, Majlis, Capital, Al Diar Sawa, Al Diar Dana, Al Diar Meena)
- Answer telephones and respond to email inquiries in the office
- Deployment of the staff to operation as per requirements
- Transfer of the staff to all locations to run the operation smoothly

Accounting Clerk Start From 2014 Nov to 2016 March at Muthoot Mercantile Bank Limited T.V Kerala India.

- Maintaining the cash management Records with customer payable and receivables transactions.
- Handle payments (cash, debit, credit cards, checks)
- Keep records of deposits, withdrawals, loan and mortgage payments, cheques and securities sales.
- Process loan and mortgage applications and payments, retirement savings plan applications and contributions, term deposits, drafts and money orders.
- Sell drafts, money orders, travellers' cheques and foreign

currency; rent safety deposit boxes; and open and close savings, chequing and other accounts.

- Maintain a record of transactions as Daily and monthly and yearly wise.
- Handle Gold Loan (Pledging and appraising and gold loan actions)
- To Handle to uploading customer new account open and closed entry system.
- To Maintain the ledger book accounting as daily and monthly and yearly periods.
- Preparing the balance sheet and profit & loss A/C.
- To Handle to developed customer relations ship with field work.

EDUCATION:

- Master of Business Administration Mamallan institute of technology Anna university Chennai India.
- Bachelor of Business Management in Scott christian college M.S University K.K Tamil Nadu ,India.
- Higher Secondary School Certificate, St. Mary's Higher secondary school colachel K.K ,T.N India
- St. Mary's Matriculation (Secondary School Certificate) School colachel K.K ,dist T.Nadu.India

SKILLS

- | | |
|--|--|
| ➤ Out Look | Advance Level User |
| ➤ MS Word, Excel, power point | Advance Level User |
| ➤ Accounting Management level | Working Knowledge at operational level |
| ➤ InternalControl level | Working Knowledge at operational level |
| ➤ Interpersonal & Team Player | |
| ➤ Ability to work with others in both supervisory and support staff role | |

Highlight:

- Revenue generation
- Business development
- Effective marketing
- Organizational capacity
- Operation commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress

Responsibilities

- Give guidance to employees in handling errors, problems, complaints and/or disputes
- Performance analyses of employees
- Coordinate work schedules and duty assignments
- Oversee daily duties of employees to ensure that quality standards are being met and proper procedures are being followed
- Perform orientations and/or schedule training as needed for employees
- Interpret and explain work procedures and policies to staff
- Maintain records, including inventory, personnel, orders, supplies, and maintenance documentation

Competencies

- Customer service orientation
- Initiative and commitment to achieve
- Leadership
- Problem solving and decision making

Achivements:

- Manage proper filing system
- Met deadlines consistently

Goal:

- To have a major contribution in growth of the company and professionalism and there by allow myself to grow as the by product of the company's growth.

PERSONAL DATA :

Name : Inigo

Father's Name : Iruthaya Dason

Date of Birth : 10-06-1991

Place Of Birth: Puthukadai -K.K District

Marital Status :Single

Religion : Christian

Nationality : Indian

Pass Port Number: N556974

Permanent Address : Icad Accommodation ,mustaffa.. Abudhabi

Language Known : English, Hindi,Tamil ,Malayalam.

Hobby : Reading & Listening music.

Referanace : Can Be Furnished on Demand

DECLARATION :

I declare that the above facts given by me are true to the best of my knowledge and belief.

Date

Place :Abudhabi

Signature

(Inigo)