

SURLEENJ PANIPICHA



DUBAI

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Experience

10 Years in UAE
4.6 Year in QATAR
5 Years in KSA

Area Of Experience

HR/Admin
Document Control
Project Coordination
Transport Coordination
Manned Security Services

Skills & Training Undergone

- ERP Software Trained.

(End user worked on Oracle Apps EBS (Core HRMS) Version 12.2.5

- Supervisor's Training Course by BECHTEL INC. QATAR.
- OFFICE 5 Training program by SENDAN INTERNATIONAL COMPANY LTD. KSA.
- OSHE Training by BECHTEL INC. QATAR.
- FIRST AID Training by NAPT Qatar.
- FIRE FIGHTING Training by NAPT Qatar.

CURRICULAM VITAE

Career Objective:

Well-organized, dynamic, proactive, passionate competent, qualified, and diligent Administrative Professional with more than 18 years of proven experience in managing and supervising administrative activities. Seeking the role of HR/Administration Supervisor /Officer to exhibit my communication, leadership, and interpersonal skills in the best interest of the organization.

CAREER PROFILE & SKILLS

Having proven ability to plan, organize & Time Management, Office Coordination, control activities & staffs. Performance Management. Payroll Administration. Coordination/follow up Analysis, Professionalism & Problem Solving Office Administration Procedures, Typing Skills, Attention to Detail Accuracy, Multitask, Team Work Effective Business Writing Skills, Telephone Etiquette. Disciplined approach & Ability to motivate people. Strong & effective communicator at all levels. Handling office expenses and petty cash. Keen eye on security, safety, health & environmental issues. Preserving and reliable to work under pressure. Energetic, Ambitious, and Service minded. Effective Presentation Skills, Resource Management.

Academic - Educational Qualifications:

Bachelor of Arts - English Literature from University of Kerala

Technical - Computer Qualification

- **Diploma in Travel & Tourism (IATA)** – (10 January to 25 June 1992) International Fare Construction and Air Ticketing) from SWASTIK School for Travel & Tourism Studies, Trivandrum, Kerala.
- **Diploma in Microsoft Office Package:** Word, Excel, PowerPoint, Access, Internet and E mail – Out Look (16 Aug. to 15 Nov. 2004) from Emirates Shuaa Computer Institute Approved by Ministry of Education) Abu – Dhabi, U.A.E.

WORK EXPERIENCE DETAILS

Organization: - **SOUNDLINES STAR GROUP CONTRACTING LLC, DUBAI, UAE.**

Tenure: - 26 Sept. 2019 onwards

Designation: - HR/ADMIN SUPERVISOR

Key Duties and Responsibilities

- Managing/handling more than 1500 employees.
- Over all responsible for HR/Admin related matters.
- Sound knowledge on labour law, payroll process, recruitment, benefit administration, exit clearance.
- Produces reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
- Coordination for employees/workers' Transportation arrangements
- Over all responsible for Camp related matters
- Coordination for New employees' Documentation process - EID, Finger Print, Tawjeeh, Visa Stamping
- Ensure all payroll admins and other information e.g. attendance, leave and OT records are well recorded and submit in time
- Keep the details updated, and maintain proper Record for new joiners as well as the resignations
- Performing leave & travel management and maintaining records in the system
- Data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees
- Deal and follow up Insurance Providers, funds transfer & card issuance
- Maintain the Over time record for compensation and Leave records.
- Establishes and maintains personnel records and reports; maintains company organization charts and employee directory.
- Prepares and coordinates all accident reports and worker's compensation reports. Handles follow-up insurance and worker's compensation claims.
- Prepare datasheets and reports for management as and when required.
- Collection and verification of time sheets attendance from sites.
- Verification and adjustment of overtime as per UAE Labor Law and Company Policy.
- Address employee grievance and resolve them.
- Performs other related duties as required or as assigned.

**Organization:- SENDAN International Company Limited,
JUBAIL. KSA**

(General Contractor for Plant Construction and Maintenance)

Tenure: - 16 July 2013 to 24 Feb. 2019

Designation: - HR/ADMIN SUPERVISOR

Key Duties and Responsibilities

- Managing/handling more than 3500 employees from 17 different nationalities.
- Over all responsible for HR/Admin related matters.
- Employees' vacation/leave policy implementation, salary issues, grievances, disciplinary action, employee relation/welfare, assisting QMS division for ISO auditing process etc.
- Sound knowledge on labour law, payroll process, recruitment, benefit administration, exit clearance etc,
- Follow up with site/project related staffs for employees' ID process to mobilize them on site to avoid unnecessary standby to control company cost.
- Responsible for Iqama process (New & Renewal), Passport Expiry Monitoring, New employees' Documentation process, Visit Visa process, Exit/Re-entry visa process, Re-entry Extension process, Employees' Engineering Council Registration process, and all other Iqama & Passport related issues.
- Employees' travel arrangements including Air Ticket.
- Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed. Ensures effective and appropriate clerical staff coverage.

- Orients and trains clerical staff.
- Monitors the performance of staff. Provides feedback on their performance and conducts performance evaluation. Evaluates, develops and recommends office procedures.
- Ensures that approved office policies, practices and procedures are understood and followed.
- Timekeeping management – monitoring employees' monthly timesheets collection and submission to payroll for salary process.
- Maintains client and program information using spreadsheet and/or database software.
- Produces reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
- Performs other related duties as required.

Organization: - Sultan Al Qahtani Est. for General Contracting, Jubail, K.S.A.
(General Contractor for Electrical & Civil Construction)

Tenure: - 05 March to 10 July 2013

Designation: - Office Administrator

Key Duties and Responsibilities

- Schedules meeting, answers interoffice inquiries, and communicates all operational data to the management.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Prepares reports, proposals and correspondence. Approves all office circulars, memos and notices.
- Dealing with company high profile clients and customers.

Organization: -  Qatar W.L.L
(WORLD'S NO.1 MANNED SECURITY GUARD SERVICES PROVIDER)

Tenure: - 21 May 2008 to 31 December 2012

Designation: - Asst. Compound Manager
(Client: New Doha International Airport, Qatar)

Key Duties and Responsibilities

- Overall responsible for safety and security of 14 different Contractor Camps, with the population of approximately 25,000 all category staffs of various nationalities, act as Emergency Response Coordinator and maintained law and order inside the Compound.
- Receiving operational instruction from NDIA/OBI and relaying/disseminating to shift in charge for its smooth implementation.
- Oversee and ensure the smooth management and operation of the guard force, act as communication conduit between company (G4S) and client (NDIA/OBI).
- Attend NDIA/OBI meeting as per the requirement of the client.
- Conducting regular compliance inspections in critical area of focus, food and sanitation safety, environmental protection, safety and security, contractual obligations, OSHA'S regulations, local and

international standards and create and implement various approved policies and procedures regarding safety issues, access/egress control and general rules and regulations of common areas.

- Formulate and draft the implementation plan of compound rules, regulations including traffic management and emergency plan, investigation procedures, various forms and other procedures in accordance with local or international laws/standards contract condition as well client requirements.
- Conduct Weekly and Monthly Meetings with all the Camp Managers, discussing various inspection results, update on local and international standards, client's requirements, environment, safety, health and security issues, advise best practices, prepared and issued memos with the Compound Manager and report non-compliance to the clients with suggestion of corrective actions.
- Carryout any other assignment given by the Project Manager or Compound Manager from maintenance inspection to formulate plan and procedures.

Organization: - JABAL ALI TECH. CONT.LLC; Sharjah U.A.E.
(General Contractor for Electrical & Civil Construction)

Tenure: - 12 October 2005 to 24 December 2007

Designation: - HR/Admin Officer

Key Duties & Responsibilities: -

- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Handle confidential documents ensuring they remain secure
- Employees' vacation/leave policy implementation, salary issues, grievances, disciplinary action, employee relation/welfare,
- Payroll Administration & Coordination/follow up with PRO activities,
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Prioritize & follow through on issues and concerns, including those of a sensitive or confidential nature.
- Responsible for Iqama process (New & Renewal), Passport Expiry Monitoring, New employees' Documentation process
- Creating, updating, and maintaining records and databases
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets
- Answer queries by employees and clients
- Handled multiple projects requirements

Organization: -  EMIRATES L.L.C
(WORLD'S NO.1 MANNED SECURITY GUARD SERVICES PROVIDER)

Tenure: - 21 July 1998 to 10 October 2005

Designation: - Security Supervisor
(Worked in Shopping Centres, Hotels, Khalifa Medical Canter etc. Abu Dhabi)

Key Duties and Responsibilities

- Follow up with day to day shift security operations and running the security guards.
- To monitor the Control Room time to time which contains 37 CCTV cameras 24 hrs recording and give detailed report to the management if any unusual incident occurs; to inform the technicians about defective CCTV Monitor and Cameras to rectify; to prepare monthly attendance sheet; to maintain the day-to-day activities in the logbook and all other security related procedures.

- N B: - Selected as Employee of the month by Group 4.

LANGUAGE SKILL

English	Fluent Reading, Writing and Speaking
Hindi	Fluent Reading, Writing and Speaking
Malayalam	Fluent Reading, Writing and Speaking
Tamil	Fluent Reading, Writing and Speaking
Arabic	Fluent Speaking Only

PERSONAL DETAILS

Father's Name	Panipicha Jacob
Date of Birth	10 May1969
Nationality	Indian
Marital Status	Married
Religion	Catholic
Permanent Address	Paruthiyoor, Pozhiyoor.P.O Trivandrum Dist; Kerala, India.
Passport Number	S 7247856
Date of Issue	03-12-2018
Date of Expiry	02-12-2028

Hobbies: Reading, Listening music, Cricket & Football