

# Jeswin Abraham

Dubai

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0524764744

To work with an organization that provides ample opportunities to learn, utilize my skills and abilities with extreme professionalism and to be highly innovative, resourceful and flexible whenever required. Over 3 Years of experience with different responsibilities by performing multiple roles in Administration, HR & PRO.

## Work Experience

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### **HC / HR Assistant**

Qurum Business Group - Dubai

December 2017 to Present

Responsibilities:-

- Coordinate all the HC / HR related matters for the employees in the accommodation.
- Conduct induction for all new arrived staffs.
- Coordinate for the timely visa medicals and EID biometrics for new arrivals as well as renewals.
- Conducting all welfare, recreational activities as well as an member of welfare committee
- Updating employee grievance about salary and others
- Applying and updating employee leave plans through online process.
- Coordinate with PR department for labor contracts, visa renewals, visa stamping and also labor and visa cancellations. Preparing visa medicals in absence of PR assistant.
- Coordinate with operation departments and clients for all types of HC related documents.
- Coordinate with PR for employee passport release for renewal, all type of vacations and for other reasons.
- Tracking employee passport expiry dates and intimating to operations for renewals.
- Tracking and updating employees Emirates ID status through online.
- Tracking and updating labor contract information through MOHRE online status to staffs as well as operations.
- Coordinate with insurance company for new or renewal of employee insurance policies and cards.

### **Administrative Supervisor**

Al Ameen Lathe Workshop LLC - Dubai

August 2016 to August 2017

Responsibilities:-

- Quotations: Giving Quotations for enquired customers and obtaining LPO's for the same.
- Petty Cash: Checking each and every individual bill thoroughly which comes for reimbursement and make sure they are genuine and for business purpose only. Maintaining in excel and also posting up to date.
- PRO File: Tasheel, Labour and Immigration work - renew and make new visa for workers. Manage

the workers morale and monitoring the performance of the workers.

- Preparing Payments: Preparing the cheques for the suppliers and posting in accounting software. Making sure to release the payment when there is sufficient fund in our account.
- Maintaining Post Dated Cheques (PDC)
- Monitoring Salik & Vehicle violation: Recharging Company Salik account for all vehicles & maintaining vehicle violations.
- Payroll: Preparing the employee's salary list and transferring via WPS System.
- Maintain ISO Standards: Check if work orders, delivery and other formats are maintained according to ISO 9001 standards and making the documents.
- Ensure work order and communications are maintained on projects: Monitor engineering work order and projects are supposed to be maintained.
- Labor Management: Schedule disciplinary, review hiring and firing and other meetings for labor issues.
- HR File: Maintaining clear and tidy HR file by keeping all details of employees like Contracts, passport copies, CV, photos all in hard and soft copies as well. Making sure to check the expiry date of Visa and Passport in order to avoid problems, also processing for Renewals

## Education

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### **B.COM**

Sikkim Manipal University

### **Education**

Pre University Board

### **S.S.L.C in Govt of Kerala**

Board of Public Examination

## Skills

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EXCEL, MS EXCEL, MS OFFICE, MS POWERPOINT, POWERPOINT

## Links

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<http://linkedin.com/in/jeswinabraham>

## Additional Information

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Technical Skills:-

- Well versed with MS Office (MS Word, MS Excel, MS PowerPoint)
- Time Management
- HR Policies

Key Strengths:-

- Deep interest in learning and working
- Excellent communication skill
- Knowledge in computer applications
- Good social contact