



SIMMY GEORGE

HR/OFFICE OPERATIONS SPECIALIST

ABOUT ME

Results-driven HR and Administrative professional with 10+ years of UAE experience in multinational environments. Expert in HR policies, employee relations, office management, and project coordination. Skilled in crisis management, budget oversight, and streamlining operations to drive organizational success

CONTACT INFO

Email: simmy.tony@gmail.com

Mob: +971 52 823 8901

LinkedIn: [simmy-george-a4422a18](https://www.linkedin.com/in/simmy-george-a4422a18)

Address: Al Karama, Dubai
United Arab Emirates

CORE COMPETENCIES

- Effective Communication & Interpersonal Relations
- HR Policy Development & Employee Engagement
- Crisis Management & Time Optimization
- Office Management & Space Utilization
- Project Coordination & Budget Oversight
- Technology Integration & Solutions
- Health & Safety Compliance
- Advanced MS Office Expertise
- Event Planning & Meeting Logistics
- Vendor Management & Supply Chain Coordination
- Employee Onboarding & Visa Administration
- Payroll Processing & WPS Compliance

LANGUAGE

English -Fluent

Hindi - Fluent

Malayalam - Native

EXPERIENCE

People Operations Executive / Office Manager

VML

JAN 24 - PRESENT

- Support HR and operational functions, including processing visa renewals and medical insurance for employees and their dependents.
- Manage employee exit processes and generate end-of-service documentation in compliance with UAE labor laws.
- Oversee administrative tasks, HR records management, and reporting.
- Facilitate office setup, coordinate employee relocations, and ensure smooth onboarding experiences.
- Assist with vendor registrations and liaise with IT for new joiner setups (laptops, biometrics, access cards).
- Prepare reports for management, including staff expenses and monthly budget tracking.

Office Manager / HR

MIRUM (Merged with VML)

AUG 14 - DEC 24

- Coordinated HR activities for two companies, including employee onboarding, payroll processing, and compliance with UAE labor laws.
- Managed office-related functions, such as document renewal, vendor negotiations, and office supplies.
- Developed and maintained employee records and HR documentation.
- Managed recruitment, shortlisting, and negotiating with candidates for various positions.
- Served as the point of contact for employees on HR-related queries, including visa and insurance issues.

EDUCATION

Bachelor of Commerce (B.Com)

Electronic Data Processing &
Computer Applications
University of Kerala, 2001 – 2004

ADDITIONAL INFO

Nationality - Indian

Passport No - Y3765345

Visa Status - Employment

Ready to join Immediately

Administration Manager

Kalashree Music Training & Home Learning Centre JAN 13 – JUL 14

- Handled government documentation (Chamber of Commerce, KHDA, Civil Defense) and compliance for the organization.
- Managed petty cash, payroll, and office vehicles.
- Maintained financial records and ensured proper documentation for all departmental activities.

Administrative cum Accountant

Somsons Industries JAN 10 – SEP 12

- Managed client meetings, provided quotations, and ensured timely billing.
- Processed payroll, monitored accounts, and maintained financial records.
- Coordinated inventory and stock management.

Administration Assistant / Admin Officer

National Trading & Developing Establishment NOV 06 – JAN 09

- Managed HR documentation, including leave requests and employee records for over 1800 employees.
- Coordinated with IT and other departments to improve administrative processes.
- Assisted senior management with day-to-day operations and handled confidential information

Accounts Assistant

Travancore Engineers & Contractors AUG 05 – SEP 06

- Assisted in project management and accounts reconciliation.
- Managed petty cash and handled attendance records for team members.
- Served as the acting Senior Accountant in the absence of senior staff.