

VEERA VENKATA PRASAD RAJANALA



Contact

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Languages

English – C1

Hindi – C1

Telugu – C2

Arabic – A1

Visa Status

Visit Visa – Issued

Arriving UAE on 26 May 2022

Expires – TBC

Technical Skills

- MS Office 365
- Oracle Peoplesoft
- SAP MATMAN
- Tally 9.0 ERP
- Typing Higher English

Summary

Proactive HR Office Administrator with 9+ years of experience managing office operations in fast-paced environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems.

Skill Highlights

- HR Administration
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Education

Bachelor of Science - Andhra University, India – March 2011

Intermediate – Board of Intermediate Education, India – March 2004

Secondary School Education – Board of SSC Education – March 2002

Experience

HR Administration Assistant - 01/2018 to 10/2020

NCS Fuel – (a division of World Fuel Services), Afghanistan

- Develop and implement HR strategies and initiatives and participate in end to end recruitment and selection process
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Prepares employee ID cards, Visa and Work permit applications and coordinate with Ministry of External affairs in order to renew and cancellations of Visas.
- Coordinate with all departments for preparation of employee rotational leave planner and arrange itineraries.
- Updates employee Data Base when required, prepares Employee Cash Advance report and Salary report and coordinate with Finance Department for further payment.

HR Administrator - 02/2014 to 12/2017

Global Staffing Solutions (a division of RTC Group), Afghanistan

- Support current and future business needs through the development, engagement and motivation.
- Coordinate with UK and India recruitment team to fulfill client's Manpower requirement.
- Site induction for new arrivals and maintain Training matrix
- Conduct daily Bank deposits and withdrawals.
- Issue cash advances and distribute monthly salaries for locally employed personnel.

Achievement

1. Project Operational Medal – 09/2014
Global Staffing Solutions, UK



Ministry of Defense, UK

2. In Service of Peace and Freedom Medal - 06/2014
Global Staffing Solutions, UK



NATO

3. Service for Excellence Medal - 09/2012
NASA Services International



NASA Services International

Experience

Cost Specialist - 06/2011 to 09/2012

NASA Services International, Afghanistan

- Prepares Project Material, Manpower, and equipment cost reports and reports to Project control lead.
- Prepares employee timesheets. Report to Payroll team on weekly basis.
- Monitoring, Reporting and Forecasting against

HR Clerk - 06/2008 to 02/2010

Al Jaber Group, Abu Dhabi

- Preparing weekly, Monthly and yearly Project Cost Reports.
- Works on Systems Applications and Products in Data Processing (**SAP**), **MAXIMO**, **MATMAN** and **LOTUS**.
- Prepares timesheets of employee normal and overtime working hours and calculate monthly gross and net pay.
- Maintain employee Passport, visa, work permit data and apply for renewal when required.
- Conduct company HR policy training for new arrivals.
- Prepares graph chart for completed, Ongoing, start-up progress for all projects.

Strengths

- Strong Analytical Skills, Oral and Written Communication Skills, Computer Literate.
- I am friendly, sportive and can adapt myself in a team.
- Thorough knowledge over Microsoft office, especially Word & Excel.
- Global experience of all office activities, deep knowledge about all Clerical and Managerial Jobs.

Declaration

I hereby declare that all the information given above is true and complete to the best of my knowledge.

Place: Palakol

Date: 19 May 2022

Veera Rajanala