

# Sheeji Sam Simon

H R & Administration

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Skills

Ability to interact with employees at all levels.

Able to work under pressure and to aggressive deadlines.

Always looking for ways to improve and reinvent the recruitment process.

Analyzing a company's / management requirements.

Excellent interpersonal and written communication skill.

Seeing tasks through to completion.

Having good exposure in handling & assisting HR / Secretarial / Administrative works.

Working knowledge in ERP software like SAP & Xpedeon, Oracle Suite.

Database MS-Access, SQL Server, Oracle

MS-Office, Photoshop.

### Experience.

Total experience more than 15 years of various fields like HR activities, administrative work and software development.

**Total HR Experience: 13.5 Years**

## Work History

2019-03 - 2024-01

### Sr. People Officer



**AG Engineering Contracting LLC., Abu Dhabi.(Al-Ghurair group of company)**

Reported to: People Consultant.

Responsibilities.

- Onboarding & Off boarding and visa /work permit renewals on time without any

- Managing Employee Confidential Files and database updation
- Medical insurance process and renewals as per the policy, handling accident claims, Workman compensation policy etc.
- Training and development as per training calendar and other business requests.
- Payroll process and absence / leave management.
- Handling audits related to HR department
- Performance Appraisals – Mid-year & Annual reviews
- Probation confirmations.
- Recruitment process and talent acquisition
- Maintain the quality of work as per the ISO standard.
- Maintain scorecard for training and absenteeism.
- Preparation of budget and cost analysis for HR and Admin. dept.

Software used: Oracle Suite. SAP, ORBIT (based on Oracle),

2010-05 - 2019-02

### **HR Officer.**

 **ETA Ascon Group Of Companies, Abu Dhabi.(Al-Ghurair group of company)**

Reporting to HR Manager

Responsibilities

- Time attendance and provide data for payroll processing.
- Database updation & Management through SAP
- Maintain the quality of work as per the ISO standard.
- Maintaining employee personnel files.
- Co-ordination training programs for various divisions and setting up measurement analysis.
- Handling mobilization and demobilization.
- Issuing health insurance cards and following up insurance claims.
- Tracking and claiming site accident cases, death cases and claims related to it.
- Writing up job descriptions.
- Assisting PRO for the renewal of service contracts, tenancy contracts and licenses.
- Addressing grievance of employees Staff & Worker)

Software used: SAP, ORBIT (Based on Oracle).

2009-08 - 2010-03

### **Administrative Assistant (IT & Construction Dept.)**



**Bechtel International Company Ltd., Abu Dhabi**

The nature of duties include managing PC inventory, Managing quality monitoring database, helping in file management in document control department, dealing with inspection forms etc..

2008-05 - 2008-09

### **Customer Care Assistant**



**Al - Futtaim Electronics Company LLC, Abu Dhabi**

Handling customer complaints & queries and offers the company's services.  
Reported to branch manager.

2003-03 - 2008-02

### **Administrative Assistant**

*Raja Healthy Acres Pvt. Ltd., Kerala - India*

Administrator.

2001-09 - 2003-02

### **Technical Administrator**

*Darpan Video India., Delhi - India*

- Collaborated with cross-functional teams to develop and implement IT solutions in line with organizational goals.
- The nature of includes the updating, renewal and administration of the site.

2000-07 - 2001-08

### **Technical Executive (Training)**

*STG International Ltd., Delhi - India*

Software training on Oracle, Visual Basic, SQL, SQL Server, Java etc..

## **Education**

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### **MBA: Finance Completed**

*IGNOU - Delhi - India*

### **P G Diploma in Management**

*IGNOU - Delhi - India*

### **P G Diploma in Financial Management.**

*IGNOU - Delhi -India*

### **M-Commerce**

*ZAP Infotech Ltd. - Delhi - India*

### **Radio Telephony General.**

*Ministry of Communications. - Delhi - India*

### **Bachelor of Science**

*University of Calicut - Kerala - India*

## **Personal Details**

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**Date of Birth:** 25/05/1971

**Marital Status:** Married

**Nationality:** Indian

**Visa Status:** Visit Visa

**Gender:** Female

## Additional Information

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- Business Continuity Management System Internal Audit Training.
- First Aid Training.
- EF QM Training.
- Fire Fighting Training by Abu Dhabi Municipality.
- Oracle Suite Training.

## Software

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Oracle & Oracle Suite



SQL & SQL Server



SAP



MS-Office



## Languages

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English



Bilingual or Proficient (C2)

Hindi



Bilingual or Proficient (C2)

Malayalam



Bilingual or Proficient (C2)

## Achievements

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- I was in the auditees team for Shaikh Khalifa Excellence Award 2019 and Dubai Quality Award 2019 for AG Engineering.