

## **COVERLETTER**

Sir/Madam,

I have roughly more than 13 years of professional experience in a Human Resource & Administration works. I am sure you are aware of the flexibility, focus and diplomacy such positions require. I have much to offer in the way of diversity of experience and profession in that I have worked. Combining all this experience and with my work ethic you have a well-rounded candidate you will be proud to have on your staff.

Finally, in all the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value-added vision to your office.

Thank you for your time and consideration,

And best regards. Libeesh Kunnappilly Preman



**Libeesh Kunnappilly Preman**

Dubai, UAE

056 - 9034271

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**Profile**

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

**Employment History**

**Transguard Group L.L.C.**

Dubai UAE

**HR Senior Administrator– Administration Management**

July 2018 – Till Present

Responsibilities:

**Job Responsibilities / Accountabilities**

- Passport Controller of 60K Above employees
- Three Juniors are reporting to me directly
- Plan and co-ordinate of leavers passports
- To provide workload management, support and advice to HCM Managers, and operational support at times of peak activity for administrative tasks & Oracle update
- Maintenance of employee records by accurate and timely input into the HCM system and filing of documents for starters, leavers, changes and other areas as required
- Applying Medical Insurance for Site & HQ Based employees

### **HCM Analyst– Human Capital Management**

September 2014– June 2018

Responsibilities:

#### **Job Responsibilities / Accountabilities**

- Production of accurate and timely contractual documentation either by standard template letters or in a bespoke form as required
- Checking of contractual documentation and system input as directed
- Plan and co-ordinate a complex range of Human Resources activities and events delivered in a variety of ways
- To provide workload management, support and advice to HCM Managers, and operational support at times of peak activity for administrative tasks & Oracle update
- Maintenance of employee records by accurate and timely input into the HCM system and filing of documents for starters, leavers, changes and other areas as required
- Supervise the administration aspect for the HR teams
- Preparing contracts, offer letters, termination letters etc. as directed by the HCM Management Team
- Filing of all documents
- Raising purchase requisitions for HR related requirements
- Ensuring HR spread sheets and databases are kept 'clean'
- Checking, controlling and distribution of HR monthly reports
- Maintaining office and welfare supplies monthly
- Assisting with the preparation for the Employee of The Month Awards
- Raising Cash Requisitions and liaising with Finance for delivery of cash/Cheque
- Updating records for all new and existing HR staff
- Responsible for the full and final settlements for all exiting employees.
- Responsible for applying for the Mandatory/BUPA insurance for all HQ staff
- All the information updating

### **HR Administrator– Visa Team (Renewal)**

June 2014– August 2014

Responsibilities:

- Residence Visa Renewal Letter and distributing to concerned Business Units.
- Preparing the medical schedule.
- Following up with the concerned BU's for pending RVR letters and/or Passport Renewal.
- Preparing the Immigration paper and passport for visa stamping.
- Maintaining and updating Residence Visa Renewal Sheet.
- Updating the renewed stamped visa details in Oracle.
- Working in the HR/Finance reception whenever required.

### **HR Administrator – Admin Team**

March 2013 – May 2014

Responsibilities:

- Preparing the PR for raising cash request
- Preparing the PR for stationary request
- Preparing the PR for uniform request
- Cash Requisition
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### **HR Assistant – Visa Team (Renewal)**

November 2012 – February 2013

Responsibilities:

- Preparing the Residence Visa Renewal Letter and distributing to concerned Business Units.
- Preparing the medical schedule.
- Following up with the concerned BU's for pending RVR letters and/or Passport Renewal.
- Preparing the Immigration paper and passport for visa stamping.
- Maintaining and updating Residence Visa Renewal Sheet.
- Updating the renewed stamped visa details in Oracle.
- Working in the HR/Finance reception whenever required.

### **HR Assistant – Visa Team (Employment)**

March 2012 – November 2012

Responsibilities:

- In charge of all applications – receiving, checking, processing and filing.
- Preparing the documents required for visa application.
- Applying the employment visa online (eDNRD).
- Maintaining and updating Master List Employment Visa.
- Updating the received Employment Visa details in Oracle.
- Working in the HR/Finance reception whenever required.

### **HR Assistant – Leave and Ticketing Team**

March 2010– March 2012

Responsibilities:

- In charge of all Leave Applications – receiving, checking, processing and filing.
- Calculating Leave Salary and leave days' entitlement.
- Corresponding with all HR teams and resolving all queries related to leave salary and leave days' entitlement.
- Maintaining and updating Leave Register and Oracle.

- Requesting Team Leader for issuance of tickets.
- Recording and updating monthly records and Oracle after issuance of tickets.
- Preparing Leave Salary report for Team Leaders.
- Releasing of all passports for staff going on leave.
- Working in the HR/Finance reception whenever required.

#### **HR Assistant – Passport Room Control & Document Control**

**October 2007 – March 2010**

Responsibilities:

- Releasing & Receiving from all Business Unit.
- Maintaining log book for releasing and receiving passport.
- Labour card issuing to all employees
- Maintaining and updating all details in Oracle.
- Requesting Team Leader for issuance of tickets.
- Releasing of all passports for staff going on leave.

#### **Educational Qualification**

- MBA HR from National Institute of Business Management
- Graduation from Mahatma Gandhi University
- Typewriting English Lower & Computer Word Processing from Govt. Institute
- PGDCA

#### **Skills Sets**

- Expertise in Supervision oriented works
- Dealing with enquiries by phone, in writing or in person
- Looking up information on a computer system
- Sorting, recording and distributing mail
- Updating computerized and clerical records
- Excellent Communication skills with vendors and colleagues on resolving problems, Transportation, Receiving materials etc.
- Specialized in Customer related works
- Experience in Windows 95/98/2000/XP/7 and Office 98/2000/2003/2007
- Experience in Oracle

**Languages Known**

English	-	Can read, write and speak.
Hindi	-	Can read, write and speak.
Malayalam	-	Can read, write and speak.

**Personal Details**

Date of Birth	-	25 May 1985
Date of Joining	-	25 October 2007
Nationality	-	Indian
Sex	-	Male
Marital Status	-	Married
Passport No	-	N0603559 valid up to 22-SEP-2025

I hereby declare that the information/statement given in this CV is true and complete to the best of my knowledge and belief.

**References**

Available on request.