



Remya Santhosh
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OBJECTIVE

A challenging career to work with a Global Company, to learn and grow as a part of the Company, and to serve the organization with my knowledge, skills and best efforts.

ACADEMIC QUALIFICATION

**MBA (Human Resource
Management) Anna University,
INDIA**

**Bachelor's Degree in commerce 2009
Calicut University, INDIA**

TECHNICAL SKILLS

- Operating Systems : MS Windows
- Office Tools : MS- Word, MS-Excel, MS-PowerPoint, MS-Outlook
- Accounting Software : FOCUS

PROFESSIONAL SUMMARY

HR/ADMIN OFFICER

SINCE OCTOBER 2018

GOLDEN OYSTER ELECTROMECHANICAL WORKS LLC & NEW GOLDEN FORK BAKERY LLC

- Supports all HR functions and ensure its HR operations are working smoothly.
- Preparation of Payroll, Leave and Final Settlements.
- Monitoring the joining & leaving formalities.
- Expertise in handling the Administrative functions like Insurance, Transportation, Accommodation, ISO Audit, HACCP audit (Food Safety) Inspections.
- Setting up and monitoring the corporate online registrations with Ministry of Labour, Immigration, Emirates Identity Authority, Civil Defense, and Economic Development Department, Municipality, ADNOC/Eppco Wallet, Salik and other online registrations.
- Administer day-to-day activities offering HR support to staff in relation to grievance procedures, disciplinary actions and attendance management practices.
- Preparing contracts of employment, job descriptions and personnel files.

- Assist staff by answering relevant HR enquiries, issue formal letters upon request, and follow up with medical insurance claims to ensure efficient and satisfactory service in line with HR policies and procedures.
- Maintains the petty cash float and prepares reimbursement claims on a weekly/monthly basis.
- Recruitment/New Hire Process, Posting job ads and organizing resumes and job applications.
- Performing staff file audits to ensure that all required employee documentation is collected and maintained.
- Handling day to day HR queries regarding all types of leave.
- Organizing new visas, visa cancellation and dealing with all MOL related works.
- Assisting with new joiners and leavers-preparing IT credentials, allocating official SIM cards and emails.
- Serving as a point person for all new employee questions.
- Interact with the suppliers on a day to day basis. Compare and evaluate offers from suppliers.
- Preparing purchase order and quotation comparison sheet.
- Maintain updated records of purchased products, delivery information and invoices.
- Track the status of any orders

ADMINISTRATIVE ASSISTANT

FLY LAND SHIPPING COMPANY- DUBAI, UAE -02/2015 TO 10/2017

- Provide general administrative and clerical support.
- Verifying and submitting documents to Dubai Customs.
- Assists accounts department by preparing invoices.
- Assists HR department in Recruitment process.
- Maintain electronic and hard copy filing system.
- Perform data entry and scan documents.
- Responding to the calls and mails from customers regarding their shipment queries.
- Recruiting and Staffing.
- Maintaining employee files and the HR filing system.

HR/ADMIN ASSISTANT

VIKING TECHNICAL WORKS LLC DUBAI, UNITED ARAB EMIRATES -03/2012 TO 03/2014

- Administration and recordkeeping.
- Preparing quotations.
- Customer service.
- Assists Accounts Department in preparing Invoices.
- Maintain electronic and hard copy filing system
- Maintain logs for all incoming and outgoing documents
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Maintain updated records of all approved documents and their distribution clearly
- Photo copying, filing, scanning and carrying out any other administration duties as and when required.

PERSONAL PROFILE

Date of Birth : 09/10/1988
Spouse name : Santhosh Kumar.
Nationality : Indian.
Languages Known : English, Malayalam & Tamil

PASSPORT DETAILS

Passport No : J8837343
Date of Issue : 16-07-2011
Date of Expiry : 15-07-2021
Visa Status : Residence Visa-Husband Sponsorship
Visa Expiry : 08-05-2022

REFERENCES:

References shall be furnished upon request.

DECLARATION

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Yours Truly
Remya Santhosh