

GROUP HR ADMIN

NAYANA JOHNY

**CONTACT**

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Dubai, UAE

**EDUCATIONAL ATTAINMENT**

*Master of Computer Application*

**University of Calicut**

**– India**

*Bachelor of Science in*

*Mathematics*

**University of Calicut**

**– India**

**KEY SKILLS**

Administrative Skills

**Using Tasheel System**

**Medical Typing(DHA)**

**Visa Processing(GDRFA)**

UAE Labour Law

Payroll Processing

HR Policies & Procedures

Attendance & LeaveManagement

Team Player

Detailed-oriented

Good EnglishCommunication Skills

(Verbal& written)

MatrixPay HR Software

**PROFILE**

Extensive experience in HR & Admin works with a total of 4+ years challenging work experience in Education and Construction Industry.

**PROFESSIONAL EXPERIENCE**

**HR Administrator**

*Beam Electrical & Mechnical Contracting LLC*

Dubai, UAE

July 2019 – Present

• Preparing company offer letters to the selected candidates and collecting required documents for visa processing (work permits to residence visas).

• Typing and submitting Job Offer Letter, new MOL contract, Labour card cancellation, payment of Pre Approval Work Permit, using Tasheel System.

• Processing outside and inside country payment, applying change status, cancel before entry, visa stamping application using GDRFA Smart Channel online.

• Typing Emirates ID for both new hires and renewal using ICA Registration portal.

• Ensuring the timely process of Employment visas and Labour Permits for both renewals and new hires.

• Processing payroll on a monthly basis.

• Conducting employee onboarding for new hires, introducing them to the team members by giving them office tour.

• Maintaining, organizing, and updating physical and digital personnel records like employment contracts and PTO requests.

• Updating HRIS system (MatrixPay) with new hire information.

• Liaising with brokers/insurance companies for applying group medical insurance and workmen compensation.

• Liaising with company PRO when problem arises from Labour Department and Immigration.

• Gathering payroll data such as bank accounts, working days, overtime hours, etc.

• Preparing and sending the salary details to a 3rd party vendor for WPS processing for more than 100 employees.

• Preparing Leave salary settlement and End of Service benefits.

• Performing the day-to-day administration and HR related tasks.

• Revising, implementing old and new Company & HR policy with strict compliance

• Answering employees queries about HR-related issues, .

• Providing reports to Accounts such as gratuity, leave details, site wise payroll, and Man OT hours for managerial reviews.

• Preparing accounts statements of eDirham, Noqodi, and CBD cash online for Accounts department

• Training Junior Human Resource Executives and Admins

**PROFESSIONAL EXPERIENCE**

**HR Assistant**

WAFI Transport LLC

Dubai, UAE

January 2016 – June 2018

.Assistant Administrator:

•Coordinated with HQ regarding instructor’s flight itinerary and booked them in the hotel for their classes.

•Attended the monthly Operation Forum meeting facilitated by the headquarters through online.

•Prepared what was needed for the enrollment and workshops as well as cancellation of enrollment.

•Monitored inventories: manuals, office supplies and ordering them as necessary.

•Prepared the manuals, name badges, classrooms, attendance sheets for the upcoming workshops, classes and events.

•Handled payment processing and issuance of receipt during enrollment.

•Updated and maintained the attendance, vacation leave and absences of the staff.

•Developed and maintained filing system. .

**Office Administrator**

WESTIN

Mina seyahi, Dubai, UAE

December 2014 – December 2015

• Control of correspondences, both incoming and outgoing.

• Compilation of daily activities reports, including manpower, and equipment for submission to consultants.

• Assisting in the preparation of monthly progress reports.

• Monitoring of Suppliers and sub contractors payment

Maintaining of all document registers.

• Preparation and monitoring of monthly and weekly program and progress for the project work.

**ADDITIONAL INFORMATION**

Indian

Employment Visa

1 month notice period