

FAISAL HYDRESS.P

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OBJECTIVE:

To start a career in an organization where I can share my knowledge and expertise from the result of what I gained from the learning institution, founded by years of my experiences, hence providing me and showing me the reality of business, acquiring professional growth and quality service experience.

ACADEMIC PROFILE:

DBM (Specialized in Human Resource Management): Indian School of Management & Studies

PRE-Degree : Calicut University

Computer knowledge : Diploma in Computer Application, MS-Office, & Internet.

Languages known : **English, Arabic, Hindi, Malayalam**

Skills and Competencies:

- 1 Excellent linguistic abilities.
- 2 Ability to work in team and different environment.
- 3 Self-organized and methodical.
- 4 Outgoing and friendly personality with a high degree of self-confidence
- 5 Good Interpersonal & Communication skills.
- 6 Self-motivated and result oriented.

UAE WORK EXPERIENCE

From 15th April 2013 to 26 Nov-2013

**: Kier Construction L.L.C
P.B.No.69167
Abu Dhabi. U.A.E**

Designation

: Admin & HR Assistant

Nature of Duties

- Conducting Interviews (Assisting the Interview team, CV checking and reporting to Interview team).
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits.
- Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; and managing relocations and intern program.
- Arranges management interviews by coordinating schedules; arranging travel, lodging, and meals; escorting applicant to interviews; and arranging community tours.
- Arranging Accommodation for New employees.
- Handles couriers, letters and faxes.
- Arranging hotel and travel accommodation for managers.
- Assisting HR and Admin Department.
- Occasionally helping out with HR duties.
- Maintain Staff leaves records.
- Documentation of Visa processing.
- Coordinates with HR department.
- Handles couriers, letters and faxes
- Emirates id (EID) Processing
- Maintaining of Passport, Visa, Labor Contracts etc.(Passport Renewal, Visa renewal, Labor contract renewal)
- Updating of the HR records and systems.
- Coordinating repairs to office equipment.
- Arranging for the payment of outstanding invoices.
- Accepting, screening, and routing telephone calls.
- Opening and distributing the mail.
- Making sure that all office equipment is in good working order.
- Assisting other members of staff in their administrative duties.

From 24th Mar 2012 to 10th Apr-2013

**: AL QATHARA MARKET
Musaffah, Shabiya,
Abu Dhabi, U.A.E**

Designation

: Administration & Accounts Clerk

Nature of Duties

- Maintaining of Tenancy contracts & Trade Licenses.
- Maintain Staff leaves records.
- Documentation of Visa processing.
- Data Entry works.

- Entering invoice information into computer databases.
- Maintaining the petty cash fund.
- Processing cheque runs.
- Processing invoices for payment.

From 19th Oct 2004 to 10th Mar 2010

**: Kier Dubai L.L.C (Dubai Head Office)
P.B.No.24461
Dubai. U.A.E**

Designation

: Camp Boss cum Administration Assistant

Nature of Duties

- Maintaining of Passport, Visa, and Labor Contracts etc. (Passport Renewal, Visa renewal, Labor contract renewal).
- Data Entry works.
- Maintain Staff leaves records.
- Documentation of Visa processing.
- Administration Assistant.
- Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security, Daily camp checking, camp total details, daily reports & monthly reports sent to HR department, Handle all Location of rooms for new coming workers. Keeping updated records of all labors staying in accommodation.

WORK EXPERIENCE IN SAUDI ARABIA

From 12th August 2014 to 05th September 2020

**: Baz Baza International Trading Co. Ltd
Little Caesars Pizza Pizza
Riyadh 11313
Kingdom of Saudi Arabia**

Designation

: HR Coordinator cum Recruitment Officer

Nature of Duties

- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Preparing and issuing employment contracts to new employees.
- Making sure that all employee records are accurate and well maintained.
- Setting up and maintaining an employee's personnel files.
- Updating both manual and electronic personnel records when an employee's personal details change.
- Authorizing and issuing pay-slips.
- Finalizing paperwork for when a member of staff leaves employment.

- Researching an employee's references and academic qualifications.
- Assisting with the recruitment and selection process.
- Screening telephone calls for the senior recruitment managers.
- Managing an employee's sickness records and paperwork.
- Attending exit interviews.
- Assisting with employee relations.
- Reviewing resumes and applications sent in by job applicants.
- Follow up issuing the medical insurance cards for employees and their families.
- Maintaining employee files and the HR filing system.
- Advising employees and helping them make informed decisions about their careers.
- Conducting pre-employment background checks on prospective employees.
- Helping employees with benefit issues.
- Examining employee records to answer inquiries and provide information to authorized persons.
- Scheduling interviews for job applicants.
- Preparing badges, passes, and identification cards for staff.
- Reviewing staff monthly vacation reports.
- Responding to applicants regarding job openings.
- Writing up job descriptions.
- Using word processing software and printers to create a variety of documents and reports.
- Preparing job postings for vacancies.
- Welcoming new employees and arranging induction programs for them.
- Reviewing, auditing, and verifying monthly benefit invoices.
- Arranging Accommodation for New employees.
- Handles couriers, letters and faxes.
- Verify all the invoices related to administration department and reporting to Finance department
- Arranging hotel and travel accommodation for managers.

PASSPORT & VISA DETAILS:

Passport Number	: S 0232077
Place of Issue	: Kozhikkode
Valid Till	: 14/03/2028.
Visa Status	: Visit Visa

I hereby declare that the above information's are true to the best of my knowledge and belief.

FAISAL HYDRESS.P