



Mohamed Safeek Ahamed HR Admin cum Executive

Expert HR admin cum Executive with experience of 6+ years in a wide variety of Managing complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Induction of new entrants to familiarize them with company culture, values, policies, processes and assist them in understanding their roles and responsibilities.

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REGAL INVESTMENT GROUP LLC (Abu Dhabi-UAE)

HR Administrator-Reporting to HR Manager (May 2022 to June 2022)

- Supporting to HR Business Partner/HR Advisor in conducting new employee orientation section.
- Creating and maintaining of employee personal files.
- On-boarding process for new joiners (creating of employee data into in-house system)
- Maintaining employee file records including leave records, training etc.
- Application and renewal of all type of work pass applications.
- Coordinate confirmation purchase of new joiners after confirmation.
- Follow up probation review and preparation of confirmation letter.
- Insurance and medical administration for eligible staff.
- Owner of HRIS-Ensuring that all data are created and captured correctly.
- Knowledge of UAE labor laws and regulations.
- Co-ordinates with PRO in terms of visa related works of newly joined candidate and renewal of MOH License, Tenancy contract (warehouse and accommodation)
- Preparing monthly report.
- Coordinate quarterly site tours.
- Site safety induction document preparation.

WORK EXPERIENCE

Highlighted Top Skills

- ❖ HR Planning.
- ❖ Recruitment.
- ❖ Employee Relation.
- ❖ Employee Assessment.
- ❖ Compensation and Benefits
- ❖ Visa Management.
- ❖ On-boarding Induction.
- ❖ Attendance management.
- ❖ Payroll.
- ❖ Public relation.
- ❖ Document Control.
- ❖ Training and Development.
- ❖ Management of all HR function.

B'FAIR EXPORTS (Tamil Nadu-India)

HR Administrator (June 01 2020 to Dec 31 2021)

❖ Roles and Responsibilities

- Responsibility for the successful management of employee data from pre-hire to post-termination.
- Managing the entire HR Administration, leave attendance payroll timesheet for all employees.
- Monitoring probation issuing warning & termination letters-performance management.
- Responsible for exit process (exit formalities assigning & coordinating with finance team for settlement.
- Include supporting and planning the day-to-day operations of payroll and benefits, administration of the hiring process records.
- Assist employee with their benefits as needed and resolve payroll issues/questions required.
- Prepare reports as needed and conduct audits required.

AL-IKHTYAAR GERMAN GROUP OF COMPANIES (Qatar)

HR Admin cum Executive (Feb 03 2017 to Feb 05 2020)

❖ HR Administration

- Maintaining the structure of Organization by updating job requirements and job descriptions for all positions.
- Implementing the company policies as per the management by counselling and disciplining.
- Knowledge of Qatar labor laws and regulations
- Fixing of employee benefits and compensations.
- Giving induction training and programs for the employees.
- Inspecting the records of "On the Job Trainings" from all the departments.
- Making the corporate safety meetings and audits time to time.
- Preparation of MIS and filing of other relevant HRD records.
- Conducting the Suggestion scheme meetings with the coordination of Manager.
- Looking after the ISO compliances of the company.

LANGUAGE

English	★★★★★
Tamil	★★★★★
Hindi	★★★★★
Arabic	★★★★★
Malayalam	★★★★★

Software Proficiency

MS Office

ERP Software

Ebiz Frame

Inventory Software

Outlook Express Internet Application

Tally 9.0

Pioneer

- Monitoring of Appraisal based on performance, qualification and experience.
- Engaging employees on staff welfare activities.
- Change of status for employee (promoting/ upgrading/ transferring)
- Sorting out of employee grievances and taking action plans accordingly.
- Taking care of various Insurance policies as per the requirement which includes Medical, Group Life, Factory, Vehicle, etc.

❖ Payroll Administration

- Looking after the finger Tec system for automatic attendance marking.
- Maintaining all the attendance, leave records absent reports & overtime records.
- Maintaining all Staff & Workers personal record files.
- Preparing full & final settlement and exit interview of the exiting employees.
- Issuance of Pay slip, Salary Certificates, Experience Certificates, etc.

❖ General Administration

- Responsible for all PRO/Government activities and communication tasks for the company and related duties. (VISA, cancelling, renewing, liaison, etc.)
- Coordinate with the accounts department on bills settlement and invoicing.
- Monitoring of office utilities/inventory & first aid requirements.
- Coordination with the management for the daily routine schedule.



LIFA Designers Pvt Ltd., (Tamil Nadu, India)

HR Assistant -Reporting to HR Manager (July 2014 to April 2015)

❖ Recruitment/New Hire Process

- Participating in recruitment efforts.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Collecting employment and tax information.
- Ensuring background and reference checks are completed.
- Preparing new employee files.
- Overseeing the completion of compensation and benefit documentation.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.).
- Conducting benefit enrollment process.
- Administering new employment assessments.
- Serving as a point person for all new employee questions.

❖ Payroll and Benefits Administration

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- Answering payroll question.
- Facilitating resolutions to any payroll errors.
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment.

❖ Record Maintenance

- Maintaining current HR files and databases.
- Updating and maintaining employee benefits, employment status, and similar records.
- Maintaining records related to grievances, performance reviews, and disciplinary actions.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Performing payroll/benefit-related reconciliations.
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exist interviews.

MASTER OF SCIENCE (INFORMATION TECHNOLOGY)

(2012-2014) M.I.E.T.Arts and Science College, India.

BACHELOR OF COMPUTER APPLICATION (2009-2012)

M.I.E.T.Arts and Science college, India.

Soft Skills	<ul style="list-style-type: none"> •Willingness to learn •Self Motivation •Positive Attitude
Activities	<ul style="list-style-type: none"> •Various NCC & NSS activities and camps during college days.
Hobbies	<ul style="list-style-type: none"> •Interested in games and mobile applications. •Passionate towards car and bike riding.

PERSONAL DETAILS

Date of Birth	Jan 14 1992
Sex	Male
Marital Status	Married
Religion	Islam-Muslim
Nationality	Indian
Visa Details	
Visa Type	Visit Visa
Visa Validity	July 29 2022