

# Libeesh Kunnappilly Preman

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## ADDRESS

DUBAI UAE

## PERSONAL INFORMATION

Date of Birth : 25/05/1985

Gender : Male

Marital Status : Married

Nationality : Indian

## PASSPORT DETAILS:

No : N0603559

Date of Issue: 23.09.2015

Date of Issue: 22.09.2025

## LANGUAGES KNOWN :

English , Hindi

Malayalam

## COMPUTER SKILLS:

## CAREER OBJECTIVE

Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organization for its growth

Secure a responsible and challenging position with well established company where I can get a further opportunity to make my career in the field of **Human Resource & Administration works** using my current experience and abilities for the mutual employee and employer growth and success.

**Work Experience : Total 13 years DUBAI UAE**

## ❖ PROFILE SUMMARY

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 DETAILS

**COMPANY: TRANSGUARD GROUP L.L.C. DUBAI UAE - 13 YEARS**

### DESIGNATION :

- HR Sr. Administrator- Administration Management ( Oct 2007 - Aug 2020)

## ❖ DUTIES AND RESPONSIBILITIES

- 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
- Production of accurate and timely contractual documentation either by

- Oracle Knowledge
- Windows OS 7/8/10
- MS Office Package.
- Internet Browsing

#### **PERSONAL SKILLS:**

- Good attention to detail
- The ability to multitask
- Cooperative and keen observer
- Hardworking & Punctual
- Confident and Determined
- Commitment to the career
- Communication skill
- Support and relationship building
- Effective time management
- 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

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
- 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
- Passport Controller of 60K Above employees
- Three Juniors are reporting to me directly
- Plan and co-ordinate of leavers passports
- To handle New staff recruitment process in Blue collar and white collar

#### **❖ EDUCATION DETAILS**

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

#### **❖ DECLARATION**

I do hereby declare all the information furnished above is true to the best of my knowledge and belief.

**(Libeesh Kunnappilly Preman)**

**DATE:**

**PLACE:**