

# Resume Human Resource & Administration Professional

**Name:** Bhum Bahadur Budha      **Nationality:** Nepalese  
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**Visa:** Article 18 - Transferable      **Birth Date:** 19-May-1986  
**Location:** Salmiya, Kuwait      **Available:** Immediately  
**Skills** Ms. Office, ERP – HR & Payroll, Typing, Recruiting, Driving License



## Career Objective: -

To seek challenges and obtain **Human Resource & Administration Officer** position in a multinational company which will provide me with the opportunity to contribute my potentials to the optimum level in achieving the goals of the company and demonstrate.

## Qualification, Experience and Language Known: -

**Completed Degree:** Bachelor of Commerce Degree (2005-2008) from University of Mumbai, India  
**Overall Experience:** 10 Years 3 Months (General Contractor, Oil & Gas Plant, Heavy Lift Transportation)  
**Language Known:** English, Hindi, Nepalese, Urdu & Working Knowledge of Arabic.

## Core Competency: -

Recruitment & Selection	Office & Project Administration	Payroll Administration
Documentation & Visa Procedure	Onboarding & Offboarding	Training and Development
Employees Welfare Activities	Performance Appraisal	Compensation and Benefits

## Organizational Work Experience: -

**Position: -** Administration Supervisor (Project Site)  
**Employer: -** Sendan International Co. Ltd. (Kingdom of Saudi Arabia)  
**Project: -** Quench Installation Project with SABIC – Petrokemya (Oil & Gas Plant)  
**Period: -** Since Nov. 2018 to Oct. 2019

## Duties and Responsibilities: -

- Supervised to Site Admin for Entire **Administration Activity** of the Project Site [Plant ID, Food, Water, Sanitation, Shelter, Stationary, FRC clothes, Safety Equipment etc.]
- Supervised to Time Keeper for Processing **Daily Attendance**, overtime, warning letter etc.
- Supervised to ETD Coordinator for arranging day to day **Transportation** for employees and arranging **Gate pass** for visitors, Outside **Vehicles & all Materials** (Materials In/Out)
- Manage to keep **good relations** between client, Project Team, Management and Employees
- **Monitoring Plant ID, Civil ID & Other documents** as per requirement through ERP
- Handled **Petty Cash** of the Project Site for any emergency purchase
- Performed all other tasks as and when required by the business operation

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**Position: -** HR-Admin-Recruitment Officer

**Employer: -** Modern Tasami Gen. Cont. Co. (Kingdome of Saudi Arabia)

**Project: -** Construction of School Buildings with **Royal Commission** for Jubail & Yanbu

**Period: -** Since Aug. 2011 to Aug. 2018

## **Duties and Responsibilities: -**

- Managed End to End **Recruitment life-cycle** for sourcing the best talents from diverse sources
- Handled Complete **Visa Procedure & Documentation** for new employees from various countries
- Managed the **Onboarding - Induction & Offboarding** Process
- Ensure that staff records and the **HR database** are accurately populated, **maintained** and kept up to date
- Supervised **Admin Staff** for **Leave, Warning Letter, Vacation, Exit Request, Ticketing, Evaluation**
- Supervised Entire **Payroll** Functions through Al-Waseet ERP System
- **Training** to New/Existing Employees as per the requirement of the company
- **Created, Modified & Implemented Job Description, Work Procedure, Required Forms** etc.
- Performed all other tasks as and when required by the business operation

**Position: -** Administrative Assistant at Workshop

**Employer: -** Urmila Project Services a Division of ABC & Sons Ltd. (India)

**Project: -** Various Heavy equipment's delivered to all over India (**Transportation**)

**Period: -** August 2008 to Dec 2010

## **Duties and Responsibilities: -**

- Handled complete **administration activity** ie. daily attendance, over time, leave, warning, termination etc.
- Handled complete **procurement activity** of the workshop under instruction of Workshop in charge
- Maintained complete **inventory** of the workshop for each and every items
- Handled Petty Cash of the workshop for any emergency purchase / use
- Used **GPS tracking software** in order to monitor vehicle that has gone for assignment
- Performed all other tasks as and when required by the business operation

**“Other Required Documents and Reference Will Be Provided Upon Request”**