



DOB: 12 MAY 1984.

SKILLS

- Employee Grievance
- End to End Recruitment
- Employee conflicts
- PRO Coordination.
- Labour camps maintenance
- Negotiations
- Budgeting
- Fleet Operations
- Cross functional meetings
- Transmitting files
- Schedule management
- Inventory control
- Customer Service
- Time management
- Weekly report on work.

ACCOMPLISHMENTS

- Obtained UAE Driving License
- Fourteen (14) years of experience in the field of HR/ Admin operations. Supervised team of Admin key staff members of Accommodations, Security Operations & In house Maintenance Jobs.
- Creative Problem Solving: Resolving Employee issue on spot, as per nature of request.
- Working as a Leader.
- Computer Proficiency
Used Microsoft Excel to develop inventory tracking spreadsheets.

MOHAMMEDNASRULLAH

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KARAMA, DUBAI, UNITED ARAB EMIRATES

PROFESSIONAL SUMMARY

Self-motivated Office Manager with proven track record of recruiting, training, and overseeing administrative teams and personnel. Bringing proficiency in HR, Admin Operations and CRM or office management systems operations.

WORK HISTORY

FDC Interiors LLC | Dubai, United Arab Emirates.

HR and Administration In charge

11/2021–Present.

- ✓ Drive the Recruitment and Selection process for blue and white collar, agencies coordination for overseas.
- ✓ Onboarding and Exit coordination.
- ✓ New Arrival setup including Transportation.
- ✓ Lead Performance Management and Appraisals
- ✓ Update HR Policies, Procedures & Templates with standards of updated UAE law
- ✓ Employee issues and Grievances
- ✓ Employee recognitions awards and programs
- ✓ Process of Payroll and coordination to Finances
- ✓ PRO Management
- ✓ Handling weekly petty cash for the worker's medical and administration expenses.
- ✓ Track and purchase stationery and pantry supplies
- ✓ Manage HR records and systems including tracking files, Letters and Vacation & Sick Calendar updates.
- ✓ Motivation to the employees by means of Employee of the month award, reward, and certification.
- ✓ Health Insurance Renewals - Employee Medical (collaborating with Finance)
- ✓ Compose official letters and communicate with the team office Admin.
- ✓ Monitoring camp operations through the camp boss, and employees' medical emergencies.

HortonTech Interiors LLC | Dubai, United Arab Emirates.

Asst HR and Administration Manager

10/2019–11/2021

- ✓ Monitoring Accommodations by means of Surprise visits & daily briefing to Camp bosses with regards to compliance in line with the established code of conduct and to immediately address any on site occurrence of misconduct and ensure that it should be immediately.
- ✓ reported to the Human Resources Director.
- ✓ Managing Transportation schedules like office staff, workers from site to accommodation, production department, procurement department and customer delivers with 15 drivers including logistics operations.
- ✓ Vehicle inspection for kilometer check in, GPS management, vehicle maintenance and renewal of car registrations and insurance.
- ✓ Verifying adherence to company policy and levels of eligibility to staff
- ✓ Prepare weekly & monthly reports on daily activities at the camps

EDUCATION

June 2020.

Government Degree College - AP, India.

BBA - Bachelor of Business Administration

Mar -2005

Government Polytechnic College- Hyderabad, India (03 years Diploma)

Computer Science Engineering

Mar-2002

Government Junior College- Nzb -India

Secondary Education Exam

Intermediate Vocational Computer Science.

CERTIFICATIONS

Fire Safety training from Civil Defence Authority

ISO 9001, 14001 & Ohsas 18001

Customer Service

Leadership Skills

Managerial Skills

ADDITIONAL INFORMATION

HR Processes, Office Operations & Procedures, Budgeting process, Document Controlling.

SLA: Cross functional meetings on weekly basis to resolve departmental issues.

covering hygiene, safety, security, maintenance, employee issues & Disciplinary actions.

- ✓ Allocate employees to rooms as per the staff allocation list to ensure smooth flow of operations.
- ✓ Employee management, conflict handling employee welfare etc.
- ✓ Coordinate with the Recruitment team on new staff training and arrival at the office premises.
- ✓ Helping hand for EID, Bank account & Uniform
- ✓ Ensures timely ordering and maintenance of an inventory of all camp supplies, tools, and equipment necessary for the maintenance and operation of the camp premises.
- ✓ Coordination with Marketing Department for Company logos and Vehicle Branding and their approval from Municipality.

Empire Group Restaurant Management | Abu Dhabi, United Arab Emirates

HR & Admin Operations Officer

03/2018 - 01/2019

Recruitment& Selection:

Budget planning for overall recruitment for each Department

Review JD with Line Manager's and ascertains criteria for sourcing and selection.

Attract, retain and **motivate staff**. Manage the recruitment process and ensure.

Candidates fit the role and company culture.

Advertise vacancies, assess applications, interview applicants.

Understand Business Unit's hiring needs and ensure uninterrupted talent supply by

Payroll

Overseas & Advice Payroll team for new joiners, Renewals, Tickets & EOS

Supervision of final check on payroll with Biometric & Timesheet reports with direct coordination with Finance Department.

Ensures payroll processed on or before cut-off Date with proper WPS report.

Employee - Relations, Engagement & Communication

Well versed with the **UAE labour law** and communicate with the department director for updates Accordingly.

Review and update our employment contracts and agreements.

Creating System Reports and KPIs

Development of **HR Policies & Procedures**, implement discipline and grievance policies.

Reporting on Departmental **Budget/costs** incurred on HR operations to senior management.

Monitoring of **PRO Management** like New visa process/Cancellation/Transfer/visa medical until visa stamping & Passport safe keeping.

Handling Employee management, conflict handling.

Orientation training for the new arrivals.

Ensure & maintain employees performance appraisals **Midyear & Year End**.

Monitoring of **Fleet operations** & its management along with documentation part.

Take lead in planning and organizing employee engagement events & Staff Welfare Activities

Plan, monitor and analyse relevant reports for attendance or any relevant required data.

Carry out employees' Exit Interview and prepare quarterly attrition analysis.

Recommend immediate reactive action to employees' reason for leaving and follow through any required actions.

Support in monthly, quarterly, and yearly Turnover Reports & Analysis

Support Employees Communication in organizing different communication channels that allows 2-ways communications between management and employees.

07/2010 - 03/2017

Nehmeh Corporation. | Doha, Qatar

Admin Officer

Recruitment:

Screening resumes, as per requirement.

Conducting telephonic interviews to the candidates.

Short listing candidates based on background, qualification then issuing offer letter with HOD's approval.

Arranging the orientation training with brief along with safety procedures for the new arrivals.

Admin tasks

Booking Hotels & flights for the interview candidates & External/internal employees in Group.

Preparing payroll for the employees including new joiners, EOS & locally hired employees.

Supervise accurate and efficient Reception operations including check in/out procedures, handling Guest requests and enquires to ensure a positive outcome.

In-house maintenance jobs

Monitoring: In house maintenance jobs like: Electrical, plumbing pipe fitting & carpentry etc.

Preparing budget for the required maintenance job.

Compile accurate and concise reports of work performed.

Handle and control the team member's movements and shifting inside the accommodation.

Accommodations:

Solving all employee related issues, preparing new arrival setup, camp.

Maintain the cleanliness of the public areas, Hallways, corridors.

Fleet operations:

Handling 35 drivers of different nationalities with better communication.

Fleet operation of Drivers schedules & vehicle maintenance

Scheduling of fleet operations such as on customer's delivery, Home deliveries etc.

Monthly kilometre reports, with tracking system called GPS.

04/2006 - 11/2009

LA Group | Dubai, United Arab Emirates

Admin Assistant

Administration Tasks:

Basic Payroll for staff/workers (status change, attendance, hold advice, new joiners)

Worked on the exit policy, leave policy, recruitment process, Travel policy etc.

Produce all documents related to employment visa and visit visa of employee.

Deploying manpower to different sites, as per the requirements.

Used to solve the queries of workers like Accommodations, site transfer their attendance with medical leave.

Disbursal of all the workers' salaries in the labour camps on monthly basis

Operations Tasks:

Preparing Transportation schedules (for all the site and head office)

Accountable for effective & strictly preventive maintenance for vehicles service.

Accountable for scheduling vehicle on accident insurance repair & its related documents

Immediately arrangements for breakdown vehicle

Able to handle all the documentary of transportation related works (Renewal of vehicle registration card, vehicle insurance card, vehicle salik etc.)

Assigning daily jobs to all the drivers & keeping track on them.

Maintaining budget of company vehicles like Petrol expenses, insurance, penalties on salik, accident of vehicle etc.

Used to maintain separate "Petty cash" for Logistics department