

# Curriculum Vitae

## Personnel Details

Name	<b>Maksud khan</b>		
Date of Birth	05/07/1988		
Address	House no 118 Kayam nager churu Rajasthan		
Mobile No.	+918290026097		
Email	<a href="mailto:Makk45@gmail.com">Makk45@gmail.com</a>		
Social Site Facbook/ LinkedIn/Skype	HR maksud khan	<a href="http://linkedin.com/in/khan-maksud-74a20a96">http://linkedin.com/in/khan-maksud-74a20a96</a>	Live:makk45_2



## Synopsis\

Looking for an opportunity to pursue challenging career which would be intellectual, stimulating where I can utilize my gained experience and grow myself in a reputed industry, to achieve my goals and streams by enhancing profitability of the organization and performance to the world class levels

## Profile

A time tested Human resources /Administration professional with 7 years of experience in the field of **Human resources/ Administration**

- ✓ HR/Admin Officer
- ✓ HR/AdminExecutive
- ✓ AdministrativeClerk

## Education Qualification

<b>Degree</b>	<b>Major</b>	<b>Grade</b>
Post Graduate Diploma in Business Management(PGDM)	Human Resource management	<b>A+</b>
Diploma in Business Management (DBM)	Human Resource management	<b>A</b>
Senior Secondary	Art	<b>B</b>

## Computer & Technical Skill:

- ❖ ERPSystem : Baan & Sap (HR), Oracle
- ❖ Packages : Ms- Office (Ms- Word & Ms- Excel, Msoutlook), ERP

## Practical Experience

Name of Company	Job title	From	To	Location	Project
<b>Zulkha hospital</b>	Employee Relations Executive	16/12/2020	16/12/2021	Dubai	Healthcare industry
<b>Arail Construction &amp; Industrial Co Ltd.</b>	<b>HR/Admin Assistant</b>	10/02/2015	09/12/2017	Riyadh K.S.A	Riyadh Metro Project

<b>Rajasthan Manpower Service</b>	<b>HR/Admin Executive</b>	20/02/2011	21/11/2014	Churu Rajasthan	Manpower
<b>Al Naboodah Laing'o Rourke Middle East (Holding) Ltd</b>	<b>Administrative Clerk</b>	21/08/2007	20/11/2009	Abu Dhabi U.A.E	Aldar Headquarters

## **Main activities and responsibilities.**

- ❖ Carried out employee orientations & processed new hire paperwork, ensuring compliance with Co. requirements on time.
- ❖ Created, organized, updated and maintained personnel files and the...base.
- ❖ Managed and coordinated employee training and development programs.
- ❖ Provide general day-to-day. Support. Functions in relation to Employee Relations and Government Relations.
- ❖ Organizing travel for staff.
- ❖ Organizing and storing paperwork, documents and computer-based information.
- ❖ Arranging in-house and external events.
- ❖ Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- ❖ Maintaining contracts, personnel files and other employees' documents.
- ❖ Issuing and renewing Residence Permits (Iqamas) for Existing and new employees.
- ❖ Issuing Medical Insurance Cards to the employees and their dependents.
- ❖ Issuing Exit and Entry Visas for Non Saudi Employees
- ❖ Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers. Also involved in the day-to-day running of the HR office.
- ❖ Ensuring the department complies with all recruitment Policies, Laws, and Regulations.
- ❖ Writing up professional job adverts.
- ❖ Putting together new employee starter packs
- ❖ Setting up, monitoring and then tracking employee probationary periods.
- ❖ Carrying out background and reference checks on prospective employees.
- ❖ Acting as the first point of contact for anyone enquiring about a vacancy.
- ❖ Maintenance of the HR records and systems.
- ❖ Keeping track of any employee anniversaries and awards they are due

### **Vacation:**

- Review employee's entitlement to his leave
- Request issuing travel tickets for vacations
- Enter the vacation data in the system
- Compensation of travel tickets
- Enter data of the employee return from vacation

### **Work Costs:**

- Review and record costs into the system
- Review and enter the business trip adjustment.

### **Data entry:**

- Enter new employee data
- Update Staff Data

**Staff letter**

**Bank Letter**

➤ Print General letter of Staff

Prepare Letter of Personal Loans

**Business Card**

➤ Issue- cancellation- Replacement

**Medical Insurance**

➤ Add – Cancel- Replacement

**End of Service**

- Issue letters of acceptance of resignation or termination.
- Request final travel tickets
- Complete the release letter form

<b><u>Training course</u></b>			
<b>Course Title</b>	<b>Place</b>	<b>Start</b>	<b>End</b>
Basic First Aid	Euro link Safety Training Center Dubai	12/07/2007	12/07/2007
Microsoft office basic advanced skills	Galaxy computer education & training institute - Abu Dhabi	08/09/2007	08/12/2007
Ms-Office.NET	Rashtriya computer saksharta mission Jaipur Rajasthan	01/12/2005	30/05/2006

  

<b><u>Passport Details</u></b>	
Passport No	V2045179
Date of Issue	25/11/2021
Date of expiry	24/11/2031
Place of Issue	<b>Dubai</b>
Passport Status	ECNR

**Declaration**

I hereby declare that above information is true to the best of my knowledge.

Date.....Place Churu

**(Maksud Khan)**