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**MOHAMED HARRIS**

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# Présent Location : Dubai, U.A.E

## Career Objective

Self motivated professional with 5+ years of experience in human resource filed. Looking to gain employment as human resources coordinator to utilize my abilities and skills in ensuring an efficient HR Field.

## Professional Experience Overview

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| **S NO** | **Employer** | **Designation** | **Period** |
| 1. | RAK National Markets- Al Aswaq | HR Officer | December 2019 to June 2020 |
| 2. | Flairwitz Services Private Ltd | HR Administrator | May 2018 to September 2019 |
| 3. | Carillion Qatar LLC | HR Admin Assistant | June 2015 to February 2018 |
| 4. | Western Technical Services LLC, Dubai, U.A.E | Accounts Cum Purchase Assistant | April 2013 to March 2015 |
| 5. | Merittrac Services Private Ltd, India | HR Recruitment Coordinator | April 2011 to July 2012 |

## Education

* **M.B.A in (Finance & HR), *Sathyabama University****,* ***India*** *2012.*
* **B.Com, *The New College*, India** *2010***.**

## Professional Experience

1. Employer Name : **Al Aswaq- RAK National Markets. ( Gulf Group Holding LLC )** , RAK, U.A.E

Duration : December 2019 to June 2020

Designation : HR Officer

**Job Profile:-**

* Assisting the GHRM in the recruitment process for including posting ads, sourcing CV’s, screening and conducting telephone and personal Interviews.
* Prepare offer letters send to GHRM for management approval.
* Coordinating with agencies in Nepal and other countries for the recruitment purpose.
* Employee background and reference checks for new joiners.
* New Staff On boarding Administrations process like hotel & Ticket booking for new joiners.
* Organize and manage the new employee orientation.
* Coordinate with visa team process the work permit for the new joiners.
* New Employees biometric attendance enrolled in SAP system.
* Prepare salary advance forms for new employees.
* Coordinate with IT team and process the Email configure, PC or Laptop, Mobile Phone, Sim for the new joiners.
* Process the Medical and Emirates ID appointment for new employees.
* Creating new employee ID in SAP.
* Update Visa and EID expiry dates in SAP and track every month renewals.
* Maintain Personnel HR files both soft and hard copies in filing system ( Passport copy, photograph, visa copy, offer letter, labor contract, letters, leave applications & other employees related documents )
* Applying Medical Insurance cards for new joiner & Dependents and monitoring yearly renewals.
* Prepare weekly minutes of group HR Meeting.
* Monitoring and track probation evaluation form for new joiners.
* Handling and nomination for employee of the month celebration and events.
* Handling yearly performance appraisal and notify all the branches.
* Maintain and updates the staffs performance appraisal, increment, promotions updates in SAP.
* Prepare staffs letters (Account Opening Letter, Loan Letter, salary letters, salary transfer letter, Experience Letter.)
* Handling Staff activities, SAP training and services.
* Attendance data checking for all branches through biometric System in SAP.
* Employee Master Data Maintenance in SAP.
* Verify Employee Leave application and checking their eligibility in SAP and send approval to GHRM.
* Checking Emirates ID & Visa expiry report and follow up for renewal.
* Prepare documents for health card renewals.
* Prepare bank account opening form and issue letter to bank for the new joiners.
* Entering IBAN number in SAP.
* Entering resuming date entry in system.
* Employees leave salary processing through SAP System.
* Coordinating with travel agencies for booking the tickets for vacations& Cancellations staffs.
* Employees Attendance monitoring on daily basis in SAP.
* Leave passage amount enter in SAP system.
* Payroll process, posting & final settlement gratuity calculation in SAP.
* Staff off boarding administration (Exit Interview, clearance form for resign & terminations staffs.)
* Tracking records for sick leave and unauthorized absences for all the staffs.
* Absences or Leave extension enter in SAP.
* Pay slip distributed to the respective branches for the every month.

1. Employer Name : **Flairwitz Services Private Ltd**, Chennai, India

Duration : May 2018 – September 2019

Designation : HR Administrator

**Job Profile:-**

* Forming and maintaining employee records.
* Updating databases internally, such as sick, absences and maternity leave.
* Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment & new hire guides.
* Schedule job interview and contact candidates as needed
* Communicating with external partners.
* Being the first point of contact for employees on any HR related queries.
* Gather Payroll data like bank accounts; enroll new joiner details and working days.
* Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken.
* Helping with various arrangements internally, from travel to processing expenses.
* Answer telephone calls and provide needed information.
* Organize and manage employee orientation and on boarding for new joiners.

1. Employer Name : **Carillion Qatar LLC**, Doha, Qatar

Duration : June 2015 – Feb 2018

Designation : HR Admin Assistant

**Job Profile:-**

* New staff Administration Visa Process & Mobilization, Hotel Accommodation & Ticket Booking.
* Coordinate with Dubai recruitment team to process the offer letter for all new hires and updated in the recruitment tracker sheet.
* Plans and conducts new employee orientation & Induction to foster positive attitude toward Company goals.
* Coordinate with IT team and process the IT checklist (Email Setup, Laptop, and Mobile phone & Sim) for New Joiners.
* Employee’s new starter form send to payroll (Salaries & other Allowances).
* Bank Account opening for the new employees.
* Updates Employee Master File in excel sheet with all the details (Like Passport no and expiry date, Visa and Qatar ID expiry date.)
* Update Employees documents Renewals ( Like Qatar ID, Passport renewals )
* Creating work number for permanent employees (Regular) & Temporary employees (Intern).
* Performs customer service functions by answering employee requests, queries and questions.
* Maintaining HR records in soft and Hard copies by designing a filing and retrieval system; keeping past and current records. (Creating & updating personnel files, Visa details, offer letter, Employment Contract, Work permit, passport size photograph & other related employee documents etc.)
* Complete scanned for all the Employees documents for the both soft and hard Copies.
* Prepare documents of the employee’s medical test & Finger print for new arrivals.
* Prepare and maintain Employees files for audit purpose as required by finance team.
* Scanning all the passports, RP’s, offer letters, labor contracts & other related documents for PRO needs.
* Preparing Employees Personnel Letters (Bank Account Opening Letters, Loan Letters, and Salary Letters, Address proof Letters, Embassy Letters, QDC Letters, and Experience Letters etc.)
* Coordinate with Arabic Administrators to prepare Driving License NOC’s, Transfer Sponsor NOC’s & Visit & Family Visa NOC’s.
* Prepare employees rental agreement to their housing accommodation and to get approval from HRD & forward it to finance to process.
* Generate Letter of Appointment, probation confirmation letter, acceptance of resignation letter and Issue of Termination letter.
* Preparing warning letter to employees to take unauthorized absence without prior approval from line manager.
* Employee Leave Administration (Maintaining Leave Master Sheet, Tracking Unpaid Leave for both staff & Operatives, Exit permit requests, EOC / MCL Leave, Emergency Leave etc.).
* Prepare End of Contract & Mid Contract Leave request payment to payroll to process the leave salary.
* Employee Repatriation (Process Final Settlement request, Ticket Booking, Visa cancellation etc.)
* Liaise with our PRO to apply residence visa for new employee, Business visa for temporary employee.
* New employee on boarding (Sending New starter sheets to payroll, Arranging Airport pickup & Hotel Bookings etc.).
* Assist with processing of employees resignations and terminations.
* Preparing & Cancel the door access card for new and resigned employees.
* Overseas Travel Authority ticket booking for the business travel.
* Administer ticket booking for operatives (Labor Category)for end of contract leave.
* Makes photocopies, faxes documents and performs other clerical functions.
* Coordinate with executive management team for meeting room bookings, conference call, flight bookings.
* Process employee’s expenses claims through payroll.
* Employee off boarding exit interview form, exit check list and then to process the final settlement to payroll.
* Keeping records of all authorized and unauthorized leave (including sick Leaves) for both staff and operatives.
* Medical Insurance Coordinator (Applying Staff & Dependent medical cards, Hamad Health cards, settlement of Medical claims, Reimbursement of staff medical bills etc.)
* Monthly Pay slips distributed to respective employees.
* Preparing monthly reports (Monthly Cost Data, Sick Leave Summary etc.)
* Preparing T&C Letters and matrix updating for all Terms & Conditions Changes for employees (Promotions, Salary Increments, Designation change and Approval of LOA & Car Allowance).
* Coordinate with PRO to obtain and renew all company related documents like commercial registration, computer card, tenancy contracts and chamber of commerce.
* Performing General Personnel Administration works.
* Preparing reports and assisting HR Admin Manager as and when required.

2. Employer Name : **Western Technical Services LLC**, Dubai, U.A.E

Duration : April 2013 – March 2015

Designation : Accounts cum Purchase Assistant

**Job Profile:-**

* Prepare PDC or CDC Cheques issued to Suppliers.
* Update every month CDC or PDC in Excel Sheet.
* Prepare and send statement of account to client for process the outstanding payment.
* Follow up client payment through phone call or reminder mail
* Prepare and Review all Receipt, Payment Voucher and Invoices.
* Collecting statement of Account from suppliers to process the payment.
* Reconciliation supplier’s payment.
* Handling bills payable and receivable.
* Prepare and send invoice to client with supporting documents like purchase order.
* Dispatch all Invoices to client through mail or fax
* Bank Reconciliation statement.
* Manage daily cash deposits to bank account.
* Liaise with suppliers invoice and release their payments against their credit limits.
* Maintain all files of suppliers according to purchase order, invoice and delivery note.
* Prepare security cheque to client and get the advance Payment.
* All incoming and outgoing calls from client and suppliers send mails and faxes.
* Receive cash or cheque from client and deposited into bank.
* Handling day to day petty cash expenses.
* Prepare and send to Local Purchase Order to suppliers and get the materials from vendors.
* Prepare Enquiry to suppliers and get the material quotation from suppliers.
* Follow up the material delivery with suppliers and get the delivered on time.
* Resolve all suppliers ‘queries through phone call or E-mail.
* Answer creditors queries to process the payments against invoice, delivery note and purchase order
* Received all day to day expenses bills and verified and filed into petty cash document.
* Received all credit applications from suppliers and modify into credit facility.

1. Employer Name : **Merittrrac Services Private Ltd,** Chennai, India.

Duration : April 2011- July 2012

Designation : HR Recruitment Coordinator

**Job Profile:-**

* Conducting assessment process at placement agencies, college campuses, off campus and for advertisement walk in interviews.
* Conducting online & offline assessment process.
* Interview coordination with the line managers.
* Registration and screening of candidates for the assessment process.
* Participating in local and out station events.
* Test administration & evaluation with respect to correcting OMR sheets with the help of templates.
* Welcome new employees to the organization by conducting orientation.
* Provide administrative support to Human Resources Department of the organization.
* Keep records of candidate interviews and report them to recruitment manager.
* Schedule and organize the interviews with suitable candidate.

## 

* Detail-Oriented, efficient and organized professional with extensive experience in HR Administration & Accounts.
* A quick learner with the ability to work under pressure and meet deadlines.
* Highly trustworthy, discreet and ethical.

## Computer Skills

* Accounting Package : Tally 9.1
* MS Office : MS Word, MS Excel, MS PowerPoint and Outlook
* Operating System : Windows XP / Widows 7
* HR Software : SAP- HCM

## Personal Particulars

**Date of Birth** : 07.09.1988

**Gender** : Male

**Nationality** : Indian

**Passport No** : U2973462

**Marital status :** Married

**Skype ID** : mdharriskm

**Languages :** English, Tamil

**Visa Status** : Visit Visa- Valid till 23rd JULY 2021 (Available Immediately )