

SKILLS



JASWINDER PAL SHARMA

PROFILE

Pro-active and result oriented with more than 20 years of broad experience in **SAUDI ARABIA, U.A.E & INDIA** in the Personnel, Administration & Hr Field. Well-disciplined with proven ability to manage multiple tasks efficiently under extreme pressure while meeting tight deadline schedules. Looking for a challenging opportunity with a reputable company where my professional skills and experience will have a valuable impact.

LANGUAGE

ENGLISH

HINDI

PUNJABI

CONTACT

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- Dynamic, result driven, team player, aggressive, self-starter positive behavior, flexible, strong planning and adaptable with ability to learn quickly
- Ability to meet deadlines with excellent organizational skills
- Self-motivated and a fast learner in diverse environments.
- Articulate, good oral and written communication skills.
- Outstanding Customer cordial relations.
- Cross-cultural work environment.
- Problem Solving, Leadership, Intelligence, Creativity, Decision Making
- Time Management

WORK EXPERIENCE

Kettaneh Construction Saudi Arabia Ltd - Saudi Arabia Presently working for KETTANEH CONSTRUCTION SAUDIARABIA LTD. Company, involved in construction for more than 100 years. Total employees' strength 4500.

Assistant Administration & HR Manager

2010 – Present

- **Recruitment** -> Phone interviewing candidates, implementing relevant tests, adding job ads, and maintaining job descriptions. Preparing employment offers for candidates. Providing categories requirement to agents in different countries. Follow up with agents till the candidates mobilized in Saudi Arabia. Arranging transportation & cash advance for new employees. Preparing employment contracts in Mudad platform.
- **Leave management of staff / Ticketing**-> Writing data in leave application & sending for approval. Calculating employees leave salaries & forwarding to Finance department for payment. Arranging tickets for travelling by coordinating with travel agencies.
- **Staff End of service management**-> Preparing final settlement for employees going on exit & forwarding to finance department for payments. Taking Exit interview with the candidates.
- **Employees appraisal**-> Distributing appraisal forms to different projects for evaluating employee's performance and summarize the data in Excel for management review.
- **Logistics of Head Office**-> Providing logistics support for employees in head office & coordinating with drivers.
- **Procurement**-> Follow up with field request / PSR (Purchase Service Request) / PO & Coordinating with Suppliers.

ADDITION INFORMATION

Date of Birth : 31/03/1980

Visa Status : Residence Visa with transferable Iqama

Nationality : Indian

Passport No : V 1890086

Marital Status : Married

Hobbies & Interests : Cricket, Badminton, Football, Table Tennis, Squash, Chess, Carom

Driving license Details :

- a) U.A.E driving license
- b) SAUDI ARABIA driving license.

Education:

AIIMS

2010 - 2011

Post graduate diploma in Human resource management

CMC

2000 - 2002

E diploma in advanced software technology

Guru Nanak Dev University

1998 - 2001

Bachelor of Computer science

Computer Proficiency:

Windows 2010, Microsoft Outlook, MS Office, Office 365,

C, FOXPRO, Unix, Visual Basic 6, Oracle, Developer 2000,

Java, Web Designing, Photo Shop, Coral Draw

Reference: Mr. Samir Bitar: General Manager, Contact Number: 00966505858813

- **Contracts->** Handling of project contracts and rental agreements / Subcontracts agreement.
- **Monthly Reports->** Preparing monthly reports related to manpower for management review.
- **Attendance->** Preparing monthly attendance for staff & forward to finance department.
- **Issuance of Memo / Increment / Termination / Warnings**
- **Supervision of staff accommodation**
- **Deploying manpower as per site requirement (Engineer / Technician / Tradesmen)**
- **Renting manpower as per site requirement**
- **Maintaining employees database**
- **Handling Mudad / Qiwa / Muqem platform for renewing iqama / wp / Contracts.**
- **Uploading WPS (Wage protection system) in Mudad on monthly basis.**

Planet Group – Dubai

Worked for a well know Tours & Travel company, part of Local Group of companies, involved in Tours & Travel / Safari / Cargo for more than 10 years. Total employees' strength 500.

Administration & HR Officer

2009–2010

- **Staff leave management & Ticketing->** Calculating employees leave & forwarding to finance department for payments. Arranging tickets by coordinating with travel agency.
- **Attendance & Reports->** Preparing employees attendance and forwarding to finance department on monthly basis.
- **Camp & Office supervision->** Supervising staff accommodation & maintain proper hygiene & arranging monthly consumables. Preparing payments requests for paying accommodation rents. Maintaining & updating asset wise stock.
- **Employees End of service benefits->** Calculating employees end of service benefits & forwarding to fiancé department for payments.
- **Logistics ->** Handling logistics & preparing drivers time sheets on monthly basis.

Al Sahel Contracting company – Dubai

Worked for a well-known ISO certified Construction Company, part of a Local Group of Companies, involved in building construction/contracting activities for more than 20 years in Construction. Total employee strength is around 3500 employees. Al Sahel Contracting Co. Ltd.

Administration & Personnel Officer

2005 –2008

- **Recruitment->** Active member in the Company's Recruitment Drive Team for assisting the Managers in the overseas selection, such as verification of documents

validity, collection of required documents, preparation of total laborers selection list etc.

- Preparation of visa processing approval papers from the Management, creation of Employee IDs in the ERP system
- **New employee joining formalities->** Joining formalities of new arrived laborers (pre & post-joining) upon receipt of arrival details from the agent, such as cash advance, personal protective equipment requisitions, Job Location Allocation, Camp Accommodation etc. in coordination with Central Stores, Camp & Project Co-ordination Cell.
- Preparation of Joining Report, sending the same to Project Coordination Cell & also follow up with the concerned Site for confirming the actual date of joining. Also the ERP to be updated accordingly
- **Attendance of employees->** Maintaining and updating total company attendance of around 3500 employees in ERP system and generating daily attendance reports daily.
- **Leave management for staff & laborers->** Leave applications (annual/Emergency/Sick/Hajj/Pilgrimage etc.) scrutiny for both Staff & Laborers – such as leave & air ticket eligibility, documents validity, replacement required in the absence of the concerned employee & put up for Management's approval.
- Intimation on leave approval to the concerned employee or his/her Superiors.
- Booking of air tickets against the approved leave, wherever applicable.
- Follow up on payment of leave salary with Finance Department.
- Issue of Passports & Tickets to the concerned employee, either directly or through Camps Controller.
- **Resignation / Termination of employees->**Processing resignation / termination requests and providing all the supporting documents required for the cancellation of visa to PRO.
- Coordinating and following-up with finance department to ensure accurate and compliant settlements of end of service benefits.
- Co-ordination with PRO for repatriation of the employee concerned and collection of relevant documents. Upon receipt of repatriated proof, updating in the ERP package
 - **Long leave reporting at MOL**
 - **Passport management**
 - **Reports**

Onicra Credit Rating Agency

Office Administrator

2002–2005

- **Managed employee personal files**
- **Attendance**
- **Recruitment**