



# SHAIK AMER

## OBJECTIVE:

Seeking for an opportunity in Human Resource domain, wherein I can utilize and expand upon related education, skills, experience and capabilities to achieve organizational and personal goals.

## PERSONAL SUMMARY:

A smart HR professional with positive attitude and right competency required. I have an overall experience of about 9.2 years of experience in to various domains of Human Resource. Such as; Administration & Personnel, Manpower Planning, Payroll, database & absence management etc.

## ORGANIZATION:

- ✓ Develops and uses systems to organize and keep track of information or work progress.
- ✓ Prioritizes tasks in a fast paced, changing environment through frequent interruptions and changing deadlines.
- ✓ Organizes information or materials for others.
- ✓ Carefully prepares for meetings, travel, and conferences for others.
- ✓ Accurately tracks, monitors and purchases office equipment and inventory to ensure office functionality.
- ✓ Demonstrates expert knowledge of office policies and procedures.
- ✓ Carefully reviews and checks the accuracy of information in work reports provided by management, management information systems or other individuals.
- ✓ Identifies what needs to be done and takes action before being asked or required to.

## COMMUNICATIONS:

- ✓ Listens attentively to people's ideas and concerns.
- ✓ Speaks clearly and can be easily understood.
- ✓ Demonstrates ability to provide explanation and/or options to resolve difficult or confrontational situations.
- ✓ Expresses ideas clearly and concisely in writing.
- ✓ Uses appropriate business style writing.
- ✓ Able to clearly and accurately explain issues, policies, procedures and other pertinent information to clients and co-workers.
- ✓ Clearly and concisely, composes/proofreads/edits documents such as letters, memos and e-mail.

### Contact Details:

**Location:** Jeddah, Saudi Arabia  
**Mob No.:** 00966539518870  
**Email :** [msa80657@gmail.com](mailto:msa80657@gmail.com)  
[s.amer@el-seif.com.sa](mailto:s.amer@el-seif.com.sa)

### Personal Information:

**Date of Birth :** 30<sup>th</sup> July , 1992  
**Nationality :** Indian  
**Marital Status :** Single  
**Passport No.:** K6894640  
**Religion:** Islam

### Other Details:

**Languages:** English, Hindi & Telugu (Read, Write & Speak), Manageable in Arabic  
**Hobbies:** Listening music.

### Interpersonal Skills

- ❖ An excellent communicator & leader with analytical, convincing and influencing skills.
- ❖ Exceptional communication (Verbal and on paper).
- ❖ Target oriented with ability to reinforce concepts in a positive manner.

### IT Skills

- ❖ Oracle (HCM)
- ❖ Microsoft office (Advanced)
- ❖ Outlook
- ❖ Office 365
- ❖ Adobe Photoshop
- ❖ Arc View GIS

### Areas Of Expertise

- ❖ Absence Management
- ❖ Payroll Elements entries
- ❖ Personnel & Employment
- ❖ Line manager, location changes and mass updates.

### Courses (Certification)

- ❖ Diploma in Computer Applications  
Comprised of MS-Word, Excel, Power Point, Internet and Outlook Express.

- ✓ Demonstrates correct use of grammar, spelling and punctuation in all produced documents.
- ✓ Able to relay/redirect complete and accurate messages to appropriate persons/departments.
- ✓ Keeps his/her manager informed about progress and problems; avoids surprises.

## **SERVICE DELIVERY:**

- ✓ Responds with courtesy, clarity and accuracy to inquiries from clients and other departments and agencies.
- ✓ Has a strong sense of urgency about solving problems and getting work complete.
- ✓ Asks clear concise questions in order to obtain information from clients.
- ✓ Behaves courteously to calmly acknowledge the concerns of clients who may be hostile, rude, confused and/or frustrated.
- ✓ Effectively diffuses/de-escalates difficult or confrontational situations.
- ✓ Applies due diligence and sound judgment when responding to requests and dealing with confidential information.
- ✓ Demonstrates an understanding of regulations, policies and guidelines to assist clients.
- ✓ Quickly and effectively solves client's problems.

## **WORK EXPERIENCE**

**1. Currently working with "El-Seif Engineering and Contracting Company" in Saudi Arabia as "Jr. HRBP" since 16<sup>th</sup> June 2015.**

### **New Employee Processing.**

- ✓ Ensure the documents cycle is complete with on boarding and orientation of employee.
- ✓ Affix signature on employee contract and arrange medical check-up.
- ✓ Submit passport of new joiner to Government Relations department for issuance of resident permit (Iqama) and a copy of passport is sent for issuance of medical card.
- ✓ Scrutinize employee offer letter and contract before entering details in both access database and Oracle fusion such as; Date of joining, GOSI number, Basic salary, Housing, Transportation, Vacation days, Ticket entitlement etc.
- ✓ Creating payroll calculation information, payroll relationship and elements entries based on employee compensation and linking it to an appropriate assignment in Oracle Fusion (HCM).
- ✓ Responsible in updating salary information. Such as; basic, housing, transportation, vacation days and ticket details etc.

### **Manage Absence Records.**

- ✓ Processing leave (BU3-P136-MOI-HQ-Jeddah) with a manpower of about 2200 employees (both staff and manpower) which involves all the bifurcation. Such as; Annual (Company Expense), Emergency (Employee Expense), Sick leave, Study leave, Maternity & paternity leave, Business travels etc. in accordance to Saudi labour law.
- ✓ To check if the employee are entitled for air ticket and approve their leave in HCM and further processing of their exit re-entry visa and book their tickets.
- ✓ Closely coordination with Government Relations department for the issuance of single/ multiple exit re-entries and arranging original passports.
- ✓ Arrange air-tickets & transportation for staff & manpower.

### **Terminations (Manage Work Relationship).**

- ✓ Terminations processing for staff & manpower As: End of contract, Resignation, Reduction of force Disciplinary action & did not return from leave and etc. as per company policy.
- ✓ Arrange final exit visa, tickets and release.
- ✓ Circulate the emails for absconded employees to all ESEC projects.

### **HCM Transfers Through Oracle.**

- ✓ Employees line manager changes.
- ✓ Employee transfers.
- ✓ Employee location and department changes.
- ✓ Preparing STN's & MTN's oracle & manual.

### **Document Controlling & Distribution.**

- ✓ Preparing Inter Office Correspondence.
- ✓ Preparing Transmittals for Out-going documents.
- ✓ Maintain Saudi Post service.
- ✓ Distribution the Documents. As; ATM, employment letters, Iqama & MIC other employee related documents.
- ✓ Maintain in-coming & out-going documents log.
- ✓ UPS mail sending & receiving Exchange of Companies official documents between various projects and consultant.
- ✓ Preparing monthly UPS mail correspondence.
- ✓ Secure the documents soft copy and hard copy.
- ✓ Maintain the employee personnel files.
- ✓ Medical Insurance Cards for left employee secure and send to head office for cancellation of MIC policy.
- ✓ Managing documents approvals and signature.

### **ATM & Bank Related Issues.**

- ✓ Coordinating with the concerned to open accounts for newly hired employee (Manpower).
- ✓ To follow-up with the bank for New ATM card and agreement and distributed of them.
- ✓ To provide extensive support to the employees in issues like ATM card activation, deactivation and reissuance.
- ✓ Help employee file complaint for Lost/Damaged ATM card by blocking with immediate effect and then reissue another ATM cards.
- ✓ To update account details to payroll team such as; Bank name, Branch name, Account Number & IBAN Number in Oracle Fusion before payroll for the entire newly hired employee in that month for a smooth payroll run.

### **Other Related Tasks.**

- ✓ For reimbursement of air tickets, exit-re-entry visa payments, SCE registration & missing payments etc.
- ✓ Arrange employment letters as per employee's request.
- ✓ Arrange service certificates for final exit employees.
- ✓ Maintain ESEC templates for project related.
- ✓ Issuing memos and securing. (Soft & Hard).
- ✓ Iqama renewals request and passports renewals with transfer visa information.
- ✓ To maintain accurate reports & reinforcement of legal policies, procedures & guidelines.
- ✓ Answering emails and phone calls.

**2. Worked with “Government of Andhra Pradesh Forest Department” as “Admin Assistant / Secretary” since November 2011 to May 2015.**

- ✓ Ensure that all Annual contracts are executed and renewed in time & maintain all administration records.
- ✓ Register the incoming and outgoing documents to maintain the records.
- ✓ Arrange transportation for new candidates with General Services based on their arrival notification.
- ✓ Supervise the employees, attend their problems and report about their duty progress to director.
- ✓ Supervise other Administrative and personal functions.
- ✓ Day to day official correspondence, Distribute all required documents and duties to whomsoever it may concern.
- ✓ Possess huge experience of tackling crucial situations and working under pressure.
- ✓ Excellent analytical skills with experience of working in computerized environment.
- ✓ Make Daily Summary reports. In addition, daily logs up dating.
- ✓ Good exposure to the latest Automated Office Environment.
- ✓ Preparing Purchase Request and Coordinate with local purchasers.
- ✓ Maintenance Store Related Records and arrange stationary requirements.
- ✓ Preparing hotel invoices and other claims.
- ✓ Monthly Communication expenses and maintains mobile phone, GPS and recharge cards.
- ✓ Preparing employees leave requests and coordinate with treasury department.
- ✓ Preparing Internal & external Correspondence.
- ✓ Preparing Business Travel Application & Claims for management level officers.
- ✓ Preparing Medical Insurance Cards (Employee & Family).
- ✓ Online request for Employees Provident Fund (EPF) & General Provident Fund (GPF).
- ✓ Preparing monthly pay bills in DDO.

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## **Academic Qualification**

- ✓ Bachelor of Arts in Computers (B.A. [Com]) from Kakatiya University.
- ✓ Board of Intermediate.
- ✓ Board of Secondary Education.

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**Date:**

**Place:** Riyadh, Saudi Arabia

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