

SYED MOHIB HASSAN

Yanbu, Saudi Arabia

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Iqama # 2395417831



Objective Career:

Seeking a **HR Executive position** where my excellent communication skills, computer software knowledge and organizational abilities that will be helpful in contribute to the development of the organization with impressive performance.

Professional Summary:

Highly determined professional with 11 years of progressive experience in HR Executive, Office Administration & Document Control. I believe in performing, constructive approach, remain composed, take responsibility & reliable.

Work Experience

Since Sept'15 with Abdullah Faleh Al Dossary Sons Contracting Co. Ltd., Yanbu as HR Executive

- ❖ Attending disciplinary, grievance and capability meetings
- ❖ Writing up JOB Descriptions, performance reviews and personnel policies.
- ❖ Providing a comprehensive HR support service to work colleagues, employees and the company as a whole.
- ❖ Delivering excellent HR services within a large scale operational.
- ❖ Supervising less experience members of the team
- ❖ Managing international & domestic travel arrangements ticketing, hotel bookings, visas, and refunds for the Senior Management
- ❖ Rendering service as a single point of contact between departments to facilitate communication
- ❖ Administering day-to-day administrative operations by maintaining calendar, sending Meeting Requests on changing timings and so on
- ❖ Participating in the development, implementation, evaluation and modification of administrative policies & procedures
- ❖ Maintaining strict confidentiality with sensitive information, financial documents, records, & personal matters
- ❖ Arranging visiting cards for employees, processing of various bills related to admin. (transportation, mobiles, extra cars arranged for employees, training bills, relocation, travel reimbursement bills and so on) in system on time

- ❖ Leading various functions like Incoming / Outgoing Calls, Correspondence, Printing, Photocopying, Filing & Scanning; updating & processing all documents
- ❖ HR Generalist Operations including Recruitment, Performance Appraisal, Manpower Planning, Training & Development & MIS for the complete division
- ❖ End-to-end recruitment life cycle and ensuring adherence to the process including employee recruitment and retention, staff development, mediation, conflict resolution, benefits & compensation, HR records management, HR policies development and legal compliance

Duties:

- Enter data into the HR System so that accurate records are maintained
- Ensure data integrity in HRIS (Afaqy System)
- Daily maintenance of HRIS; entering new employees, issuing time cards, updating employees information, benefits enrollment, medical insurance etc.
- Processing the employee data and also processed the renewals of passports, residence permits and exit re entry visas, exits along with licenses and vehicle registrations.
- Coordinating with dept head / immediate Manager for renew that Iqama and contract of all employees.
- Provide data for and prepare management information reports
- Liaise with payroll
- Maintain and develop the personnel filing system
- Assist the HR Officer with the development and maintenance of human resource policies and procedures
- Work closely with the PRO and Government officials to get employee / family visas etc.
- Monitor Annual Leave, Emergency Leave and unpaid Leave after HR Manager Approval.
- Monitor Annual Leave Settlement for who are going to Annual Leave.
- Monitor final Settlement and EOSB for resigned and terminated employee
- Processing Ticket bookings for schedule vacations and final exit's
- Arrange site specific safety orientations
- Prepare ID's for the employees to work for their respective sites
- Preparing clearance for the employees leaving on vacation and employees going on exit.
- Preparing a record of all the site specific sites.
- Track the status and renew the ID's as and when required.
- Interact with the site supervisor and follow up on the manpower status
- Attendance tracking; coordinate with managers to ensure employees are on the correct schedule pattern and crew sheets.
- Assuring to the employees of receiving all pervious pending dues (increment + Overtime + HRA + allowance) with current salary.
- Controlling Medical insurance cards of the employee & their family for issuance & cancellation on the time and as well as their Medical claims request with its complete documentation as per policy.
- Arranging pickup, welcome kit and accommodation for new arrival employees.
- Working closely with Payroll + Finance + Admin dept. to ensure the efficient running of the payroll service with is aligned to processes and procedures.
- Providing day-to-day HR & Admin support across the business in relation to all HR activities.

- Over all supporting to the immediate manager & Colleagues of Admin dept. to run smoothly all HR & Admin work in the interest of company.

Administrative Secretary at New Era Computer Services, From Jan 2010- September 2015

- Responsible for administration and clerical activities of administrative departments such as answering phone calls, preparing reports and compiling files
- Responsible for gathering, analyzing and summarizing information to manager as required
- Responsible for establishing and maintaining an effective document control system. Ensuring that all documentation is accurate, up to date and accurately distributed to relevant parties.
- Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager
- Responsible for attending meetings with the manager.
- Responsible to preserve relationship with clients to understand their requirements

Duties:

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Ensuring all documents are as up to date as possible within electronic filing systems.

Educational Qualification background:

- Accomplish bachelor of Education (B.Ed) in mathematics from OSMANIA UNIVERSITY .
- Accomplish Bachelor of Science (B.Sc) in M.E.Cs(Mathematic, Electronics and Computer Science) from OSMANIA UNIVERSITY.
- 10+2, Science Stream From Anwarul uloom Intermediate College –Hyderabad, India.
- 10th Board from Reliance School – Hyderabad, India.

Computer Skills:

- Operating Systems : All Microsoft Windows with 10
- Office Package : Microsoft Word, Excel, PowerPoint, Access
- Diploma in Computer Application. (D.C.A)
- Excellent typing skills, can type 70 wpm (English & Arabic)

Keys and strengths

- Outstanding communication and written skills
- Good presentation and organization skills
- Self-motivated and good motivator
- Good knowledge of clerical work

OTHER COURSES

- ❖ Successfully completed:
 - ISO 9001:2015 – Awareness & Internal Auditing
 - ISO 14001:015 – Awareness & Internal Auditing
 - ISO 45001:018 – Awareness & Internal Auditing

Personal Information:

Name : Syed Mohib Hassan
Date of birth : 02/01/1988
Languages Known : English, Hindi, Urdu, Arabic
Marital status : Married
Nationality : Indian
Permanent Address : 9-3-124, MD LINES, TOLICHOWKI. HYD—500008 (INDIA)
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Passport Details:

Passport no. : P7104671
Date of issue : 23/07/2017
Date of Expire : 22/07/2027
Place of issue : Jeddah.

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 30-04-2021
Place : Yanbu

(Syed Mohib Hassan)