

VINOY VIJAYAN

Sr. Administrator (Employees Relation & Compensation)



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PERSONAL SUMMARY

Seeking challenging career in Administration with an organization that offers a promising career, motivation environment for an attractive prospects for long term development and carrier growth.

CORE COMPETENCIES

Human Resource Management	Payroll	Administration & Correspondence
Performance Management	Recruitment	Employee Relations & Compensation

KEY SKILLS

- Knowledge of principles and practices of organization, planning, records management and office administration
- Excellent communication skills in English both written and Verbal.
- Strong administration skills – organized, thorough systems orientated with meticulous attention to detail
- Employee Relations & Compensation/ Payroll and allied welfare
- Proficient computer skills and in-depth knowledge of relevant software such as, MS office, HRIS & ERP.
- Good Understanding of Saudi Labour law and personnel regulations
- Store and stock management.

CAREER HISTORY

AL-ABNIAH Precast Building Factory,
Al- Khobar, Saudi Arabia
August 2010 - Present

Position: Sr. Administrator (Admin & HR)
Reporting: HR & Admin Manager

Administering compensation and benefit plans. Assisting in talent acquisition and recruitment processes. Conducting employee on boarding and help plan training & development programs. Responsible for the full employee life cycle from recruitment, induction to exit and providing full administrative support to the HR & Admin department

- Ensuring the department complies with all recruitment Policies, Laws, and Regulations.
- Monthly preparation and analysis of payroll. Ensure all employees' compensation and personnel actions applied properly.
- Time and attendance management. Tracking of Staff attendance through Integrated Biometric attendance system
- Ensure all Process & procedures are aligned with ISO specification and requirement.
- Preparing statistical report of the Finance & Accounting Department.
- Monitor workplace code of conduct, disciplinary policies are in accordance to company policy.
- Assist in recruitment of personnel. Carrying out background and reference checks on shortlisted candidates.
- Developed and improved company's filing system with electronic record keeping resulting in improved efficiency and easier traceability of documents.
- Acting as the first point of contact for employees to interpret and clarifying the companies HR policies & practices.
- Annual Training Plan – On & Off the Job
- Annual Appraisal & Employee compensation report

- Reckoning monthly GOSI.
- Staff Medical Insurance, (Deletion /Addition, policy renewal) and staff Air Tickets
- Coordination with GR for the renewal / issue of Residence & other essential permits.
- Fulfill all administrative needs of the Admin & HR department.

SHAD Contracting Company
Al- Khobar, Saudi Arabia
 Aug-2007 to Aug 2010

Position: Site Administrative
Reporting: HR & Admin Manager

Responsible for providing Site administrative function for the project department & Admin assistance for the HR department

- Updated and maintained project bulletin boards & distribution of memo newsletter for regular update on project schedule.
- Coordination for the HR department (Timekeeping, Document control, payroll process), and employee liaison.
- Filed electronic and hard copy documents.
- Monitored the Project department's general expenditure.
- Prepared project reports with inputs from the project supervisor
- Supervising the store and logistic coordination
- Material Management, Ensures all purchase activities are performed in strict accordance with applicable company policies and to ensure all purchasing regulations, procedures, and policies are up to date.
- Occasional deployment as storekeeper. Foresee the requisition, distribution, and control of inventory including materials, parts, supplies and tools
- Renting of Heavy equipment and truck.
- Prepared subcontractor agreements
- Inspection document for sites
- Handling petty cash. Assisted in general accounting.
- Coordinate and maintain records of site for staff, office space, equipment's and machineries.
- Create / Modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software.
- Project Time and attendance management
- Arranges for employee accommodation, recreational facilities, and activities



PROFICIENCE

COMPETENCIES AND SKILLS

- Human Resources and Administration
- Resolving typical and common hiring problems.
- Negotiating with candidates, employers and related third parties.
- Developing procedures, policies & standards for recruitment.
- Preparing employment contracts, including terms and conditions.
- Handling all confidential information in a professional manner.
- Proficient in HRIS and MS Office applications.

PROFESSIONAL

- Working in fast paced, high transaction volume environment.
- Ability to organize & priorities workload within any setting.
- Completing all tasks in a timely, organized and professional manner.
- Ability to communicate effectively in (English, Hindi, Marathi, Urdu, Tamil, Malayalam)
- Maintaining all HR paperwork to ensure compliance with relevant legislation.
- Able to work on multiple task simultaneously.

PERSONAL

- Understands the ways effective HR management and policy development contributes to the efficient operation and general well-being of the company.
- Able to work closely with other professionals as part of a team.
- Strong influencing and communication skills.
- Ability to pick up new skills and knowledge quickly.
- Can function in a fast-paced environment.
- Thinking laterally to create options and solutions.
- Positive 'can do' attitude towards work.



ACADEMIC QUALIFICATIONS

- **Master Program in Human Resource Management / April 2016**
(IIMT Studies – Ahmadabad) INDIA
- **Diploma in HVAC / 2002**
Institute of Indian Technical Educational Society, Thane. Bombay, INDIA
- **Higher Secondary School / 2000**
St. John the Baptist High School & Junior College, Thane- Bombay, INDIA
- **Secondary School / 1998**
St. John the Baptist High School & Junior College, Thane- Bombay, INDIA



IT SKILLS

- MS Office
- GOSI
- Muqem / Tamm Portal
- Qiwa Portal
- Mudad Portal
- MOL-KSA
- Focus RT- ERP
- Internet & Social Media
- Data base, Account & HRIS Software
- Biometric Attendance system



PERSONAL DETAILS

- **Permeant Address:** 198/4 Cherukunnam, Thekkakara, Mavelikara, Kerala - 690107 INDIA
- **Nationality:** INDIAN
- **Marital Status:** Married
- **Sponsorship:** Transferable (KSA)
- **Driving License:** Valid (India & KSA)
- **Reference:** Upon request

I hereby, declare the above particulars are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature is liable to be cancelled.

Thank You.

Vinoy Vijayan