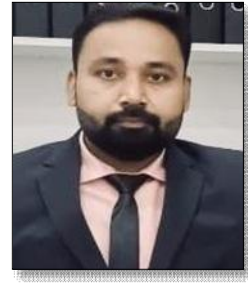


# HR EXECUTIVE / ADMINISTRATOR



## SREEJITH NADARAJA PILLAI

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## CAREER OBJECTIVE

A suitable position enabling me to utilize and experience more meaningfully where I can implement my knowledge and skills to the complete satisfaction of my superiors and to the benefit of the organization I work for.

## SUMMARY

**Excellent time management skills :** Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner.

**Ability to work under pressure :** Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

## AREAS OF EXPERTISE

- 1) RECRUITMENT
- 2) INDUCTION AND ORIENTATION
- 3) PAYROLL AND WPS
- 4) EMPLOYEE RELATION
- 5) LEAVE MANAGEMENT
- 6) VISA PROCESS
- 7) FILE MANAGEMENT
- 8) MEDICAL AND WC INSURANCE
- 9) CANCELLATION PROCESS
- 10) GENERAL ADMINISTRATION

## PROFESSIONAL EXPERIENCE

- ✚ HR EXECUTIVE – VEEKAYVEES CATERERS, ERNAKULAM: 2023 Jan – Apr.
- ✚ HR EXECUTIVE – GEOHARBOUR MIDDLE EAST LLC, DUBAI : 2020 to 2022.
- ✚ HR & ADMIN - AL SUMMA ELECTRICALS, SHARJAH : 2018 – 2020.
- ✚ PERSONNEL & ADMIN OFFICER – DRAKE & SCULL INTERNATIONAL, QATAR : 2013 – 2016
- ✚ HR ADMINISTRATOR – AL BADDAD CAPITAL, DUBAI : 2011 – 2013.
- ✚ ADMIN ASSISTANT – AL DAR LAING O’ROURKE CONSTRUCTION LLC, ABUDHABI : 2008 – 2011.

## RESPONSIBILITIES

- ✚ Recruitment end to end process, posting job vacancies, screening and shortlisting CV’s. Conducting initial interview like telephonic or face to face as part of HR.
- ✚ Preparing and issuing an offer letter for selected candidates.
- ✚ Proceeding the joining formalities, induction, and orientation for new comers.
- ✚ Open and keep maintaining employee’s personnel files (Electronic & Hard file).
- ✚ Updating employees' Master data, Recruitment and Exit interview files in excel.
- ✚ Preparing daily attendance report and taking appropriate action against latecomers and

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absenteeism in accordance with management decisions.

- ✚ Preparing monthly payroll (addition, deduction, hold & remove) & coordinating with WPS team.
- ✚ Answering employees' questions about wages deductions, attendance, and time records.
- ✚ Coordinate and closely follow up with PRO for an end-to-end visa process of New, Renewal, and Cancellation.
- ✚ Coordinate with the Camp boss and Transport department for labor's Visa Medical and Emirates ID Fingerprint to assemble them according to the scheduled date.
- ✚ In collaboration with HR Managers, prepare or update the organizational and department chart.
- ✚ Process of employee annual leave, sick leave, unpaid leave, and emergency leave.
- ✚ Obtain management approval for all kinds of leaves and proceeding all other formalities.
- ✚ Probation review of new staff in coordination with department managers.
- ✚ Applying for salary card and coordinating with Paycard team to resolve paycard issues (card misplaced, stuck in ATM machine, blocking the card, etc.).
- ✚ Addition, Renewal, and Cancellation processes of workmen's compensation and Medical insurance in coordination with the insurance company.
- ✚ Control of legal documents like contracts, deeds, agreements and the renewal process.
- ✚ Process of an employee's termination and resignation after management approval.
- ✚ Preparing settlement for Annual Leave and Final Exit employees.
- ✚ Coordinating with travel agencies for artisan's air ticket booking (Vacation and Cancellation).
- ✚ Conducting exit interviews and other formalities for final exit employees.
- ✚ Preparing and issuing memos, warning letters, experience certificate and salary certificate.
- ✚ Coordinate with the Camp In charge to plan the accommodation allocation of new staff and labor, and ensure that all camps are well maintained and ready to occupy.

### ACADEMIC QUALIFICATION

BSc Computer science,

Diploma in Computer Application: (MS Word, Excel, Power Point, Internet and e-mail)

### PERSONAL DETAILS

Date of Birth : 02 April 1984

Nationality : Indian

Language : English, Hindi, Malayalam & Tamil