

ADIL JAVAID

Abu Dhabi UAE. • adil_javid2001@yahoo.com +971-56 856 6778 / 055 116 4110

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HUMAN RESOURCES & ADMINISTRATIVE OFFICER

A dynamic and professional Administration officer, with over **15 years** of experience in highly reputed organizations, a proven track record in successfully leading, motivating and improving Operations and Projects team performance.

OBJECTIVE:

To secure a position as an Human Resources and Administration Professional in order to utilize my administrative and interpersonal skills with accuracy and efficiency while maintaining a motivated, productive, and goal oriented environment and to join a dynamic and progressive organization offering ample opportunities for diversified experience enhancement of professional skills and career growth .

QUALIFICATIONS

Qualifications & Trainings:

CHRR, Certificate in Human Resources & Recruitment- LLA-UK



Training Institute Abu Dhabi, UAE.

Certificate of Achievement- Fire Safety Training (Fuel)



BA (Arts), 2 Years with 1st class grade

From: Hazara University Mansehra Pakistan (2003-2005)

FSC (Pre Engineering), 2 Years with 1st class grade.

From: BISE Abbott bad Board KPK Pakistan



Metric (10th grade) Science Group, passed with 1st division.

From: BISE Abbottabad Board KPK Pakistan.



Driving License Detail:

Driving License from Emirates driving institute UAE.

Light Vehicles

PROFESSIONAL EXPERIENCE

Employer Details:

Working as HR Administrator at **Nurol L.L.C Abu Dhabi** UAE 2010 to continue.



Worked as Admin. Asst. at **Nurol L.L.C Dubai** UAE from 2006 to 2010.

(Four Years)



I. DUTIES & RESPONSIBILITIES

1. Coordinates processes with HR-Main office for recruitment of new employees.
2. Conducts staff induction to newly hired staff.
3. Coordinates with HR-Main office for employees' new work permit and visa issuance, visa renewals, national ID card processing, cancellations and related processes.
4. Liaises with HR-Main office to process the medical insurance of new employees and cancellation thereof upon employment termination.
5. Process the leave requests and submits to Accounts department for leave settlement payment.
6. Process resignations and terminations and submits to Accounts department for final settlement payment.
7. Monitors and records personnel matters e.g. leaves, loans, increments, promotions, salary revision, transfers, warnings, terminations etc.
8. Prepares & updates project manpower record and report.
9. Supervises & monitors monthly timesheet preparation and submits to Main office for payroll preparation.
10. Coordinates with HSE Department/Site Clinic for work accident cases and submits documents to HR-Main office for workmen compensation procedures.
11. Liaises with Purchase department to procure admin., pantry & stationary supplies.
12. Maintains efficient system and safe keeping of personnel files.
13. Liaises with Plant department for the logistics requirement of the site.
14. Handles petty cash and submits cash books to Accounts department.
15. Handles site disputes and escalates to project management and HR- Main office if necessary.
16. Prepares and submits monthly overtime statistics to the Project Management in line with the monthly payroll.
17. Performs other duties as required by the position, department needs and as directed by Project Manager and Human Resources & Adminis. Manager.
18. Monitoring movment of driver and operators from one project to other project.
19. Arrangment of accomodation & food for driver operators when transferred to other projects.

II. CONSULTS AND DEALS WITH

- V. 1 HR & Admin. Manager
- V. 2 Project Manager
- V. 3 Main office HR & Admin. Staff
- V. 4 Project Staff

LANGUAGE SKILLS

Languages:

- URDU – Mother tongue
- ENGLISH – proficient (To read, speak & write)
- ARABIC – proficient (To read, speak & write)
- TURKISH- Intermediate (To speak)
- PASHTO– Intermediate (To speak)

EXTERNAL PROFILES

Face book: <https://www.facebook.com/adil.javaid.92>



LinkedIn

https://www.linkedin.com/profile/view?id=AAIAAA5Q3zMBv8mISR9snfphRk_gIZtRF6qkWNQ&trk=nav_responsive_tab_profile



Reference will be furnished upon request.