

Personal

Name
Moncy Alexander

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Email
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Date of birth
19-12-1981

Gender
Male

Nationality
Indian

Driving licence
Bahrain Driving Licence

Languages

Moncy Alexander

Highly energetic and committed professional with 10+ years' experience in HR Practices and Administration duties.

Background includes Recruitment, Performance Management, Employee Relations, handling cash and checking accounts as per costing norm.

Ability to work under pressure, and to consistently meet deadlines.

Profound knowledge in managing large work force, recruitment, training, team building, directing & coordinating, leadership and creating cohesion in diversity.

Quick learner, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies.

Perseverant and efficient in responsibilities undertaken with excellent reasoning and number skills. Thrive in both independent and collaborative work environments.

Strong strategic and analytical capabilities combined with very strong interpersonal and communication skills

Well versed with Computer Application and general office automation works

Work experience

Office Manager

Feb 2019 - Present

Pepper Square Media WLL, Tubli, Kingdom of Bahrain

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

HR Generalist

Jun 2015 - Dec 2018

J & B Consultants, Dubai, U.A.E.

- Administer compensation and benefit plans.
- Assist in talent acquisition and recruitment processes.
- Conduct employee on-boarding and help organize training & development initiatives.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.
- Organize quarterly and annual employee performance reviews.
- Maintain employee files and records in electronic and paper form.

- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Ensure compliance with labor regulations.
- Forming and maintaining employee records.
- Updating databases internally, such as sick and maternity leave.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.
- Reviewing and renewing company policies and legal compliance.
- Communicating with external partners.
- Reporting regularly on HR metrics, such as company turnover.
- Being the first point of contact for employees on any HR related queries.
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken.
- Helping with various arrangements internally, from travel to processing expenses.

Senior Executive - Human Capital

Nov 2007 - Apr 2015

Imdaad LLC, Dubai, U.A.E.

- Update current and design new recruiting procedures. (e.g. job application and onboarding processes).
- Keep track of recruiting metrics. (e.g. time-to-hire and cost-per-hire)
- Implement new sourcing methods. (e.g. social recruiting and Boolean searches)
- Plan and execute overseas recruitment trips and conducted mass recruitment in different countries like India, Sri Lanka, Philippines etc.
- Review recruitment software and suggest the best option for company needs.
- Research and choose job advertising options.
- Recommend ways to improve our employer brand.
- Coordinate with department managers to forecast future hiring needs.
- Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations.
- Represents the Company in public events, job fairs, exhibitions, etc.
- Build the company's professional network through relationships with HR professionals, colleges and other partners.
- Sourcing of resumes on the company database, job portals and liaise with recruitment agencies.
- Assisted the HR Screening of the CV's. Ensuring they are entered in the Databank and filed according to classification.
- Prescreening the candidates before scheduling interview with the line managers.
- Scheduling Interviews.
- Represents the Company in public events, job fairs, exhibitions, etc.
- Collecting pre employment documentation for Visa processing of new joiners and working closely with administration team to expedite the visa procedures.
- Prepare job offer, negotiation of pay scale and draft correspondence to candidates from overseas.
- Coordinate and finalize mobilization arrangements and handle staff induction of joining staff.
- Constant Follow-up with the Candidates.
- Ability to prioritize multiple functions and tasks and manage work/time efficiently.
- Networking to build a candidate database of various Profiles.
- Receiving & marking the Staff Requisition Forms from each department.
- Preparing the Contracts.
- Coordinate and finalize mobilization arrangements and handle staff induction of joining staff.
- Data entry and updating of Recruitment Database on daily basis.
- Assist with all recruitment clerical / administration duties.
- Coordination with the approved manpower agencies for candidates' interview scheduling, travel & flight booking, etc. as & when required.
- Preparing Purchase requisitions and handling HR related invoice.

Administrator

Oct 2004 - Oct 2007

BTEC Systems, Dubai, U.A.E.

- Responsible for processing Sales and Service orders from quote, through receipt and validation, order processing, fulfillment and timely delivery.
- Responsible for furnishing price, quotations and informing customers of delays in orders processing.
- Responsible for processing service call dispatch from customers to Technical Team.
- Able to communicate the status of the request/order to the customer, and proactively communicate any changes.
- Responsible for the application of pricing/discount schedules in co-ordination with the sales and service organization within established guidelines.

- Prepare and handle sales and service quotations, tenders (where applicable), contracts and renewal, and price schedules within established guidelines.
- Organize return of material (Packing, Instruments, replacement) when needed.
- Handle and follow-up complaints from customer including the issue of credit requests when needed.
- Handle correspondence relating to a variety of subjects such as requests for merchandise, claims for lost or damaged goods, incorrect billing, and unsatisfactory services rendered.
- Review correctness of invoice data related to customer orders before mailing them out for payment.

Education and Qualifications

Bachelor of Commerce

Jun 2000 - Mar 2003

Calicut University, Kerala, India

Skills

MS Office



Tally

