

Abdul Rasheed T V

Administrative Specialist

Passport No: L1417782

Nationality: Indian

Date of Birth: 23 November 1981

Marital Status: Married, 04 Dependents

Mobile: (+973) 37249516

Email: rasheedraaz@hotmail.com

Address: P.O. Box 1987, Askar, Kingdom of Bahrain

Summary

Administrative Specialist with 13 plus years of experience in handling IT, Payroll and workers benefit administration. Capable of working in close coordination with Human Resource Manager, committed to providing high quality service, with focus on health, safety and environmental issues. Professional, capable, and motivated individual who consistently performs in challenging environments.

Experience

Administrative Specialist• CHAPO(Bahrain) W.L. L• Kingdom of Bahrain• November 2018 – Till Date

- To review employees' grievances
- To plan, direct and coordinate the front office and camps, ensure that all related works are in line with program
- To conform and abide by all regulatory guidance and internal policies & procedures,
- To finalize and submit monthly payroll of the workers and staff to Accounts for payments
- To prepare Progress report for HR Manager on manpower database.
- To review monthly evaluations of workers from running projects
- To arrange meetings with new job seekers
- To conduct investigation on disciplinary action request form raised by Head of Departments
- To review program / manpower at site and advice the Coordinators

IT Administrator• CHAPO (Bahrain) W.L.L. • Kingdom of Bahrain• November 2018 – Till Date

- Tracking and maintenance of IT assets
- Site IT facilitation for project execution, includes site offices, CCTV and internet
- Internal IT Auditing and progress reporting to Admin Manager
- Providing adequate IT training and awareness for end users.
- Arranging prompt assistance with service and utilities for workforce
- Meeting with suppliers for initial negotiation

IT Project• ERP Implementation • Microsoft Dynamics 365• Go-Live – July 2018

- Coordinating queries from Champion Users for rectification / forwarding to technical team.
- Conducting weekly progress meetings, review and chasing of program with Champion users.
- Expediting adverse scenarios in test windows.
- Progress reporting to stakeholders and collecting their reviews.

Admin & Payroll Officer • Chapo Trading & Contracting (Qatar) W.L.L. • Qatar • May 2011 – Dec' 2012

- o Planning and execution of recruitment
- o To conduct investigation on disciplinary action request form
- o Liaise with insurance brokers for project and manpower insurances.
- o Designed own application with MS-Access for HR & Payroll administration
- o To finalize and submit monthly payroll of the workers and staff to Accounts for payments
- o Reporting monthly progress to regional office in Bahrain

Payroll Officer • CHAPO (Bahrain) W.L.L. • Kingdom of Bahrain • April 2007 – May 2011

- o Implemented Payroll software (MCA-Pay) automation in payroll calculation for entire concern.
- o Maintaining accrual basis accounting system for employee' benefits.
- o Preparation of Payroll for Staffs and Employees in accordance with the Time sheets from sites.
- o Preparation of Settlement dues for Staff and Employees as per Bahrain Labour Law.
- o Reporting the management regarding the Personnel departments' affairs.
- o Conducting quarterly performance surveys of employees in work site.

Education

Bachelor of Commerce

University of Calicut
India
2004

Executive MBA

Venkateshwara Open University
India
2017

Key Skills

Professional

LEADERSHIP ○○○○○○○○○○
TIME MANAGEMENT ○○○○○○○○○○
PROBLEM SOLVING ○○○○○○○○○○
ADAPTABILITY ○○○○○○○○○○
CRITICAL THINKING ○○○○○○○○○○

Personal

ORGANIZATION ○○○○○○○○○○
COMMUNICATION ○○○○○○○○○○
TEAM PLAYER ○○○○○○○○○○
HANDLING PRESSURE ○○○○○○○○○○
WORK ETHIC ○○○○○○○○○○

Related & Software

MICROSOFT ○○○○○○○○○○
Focus RT ○○○○○○○○○○
ERP ○○○○○○○○○○