



RAHUL KUMAR PANDEY

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INDIA, (+91)6394450535 rprahulpandey107@gmail.com

WORK EXPERIENCES IN GULF – 14 YEARS

Nasser S. Al Hajri Corporation – (NSH)

MAY 2021- Till

HR OFFICER

- Prepare and maintain employment contracts and other employee documentation.
- Prepare strategic HR reports (e.g. headcount recruitment statistics etc.) On monthly basis.
Draft and disseminate companywide HR associated communications related to changes
In labour law, company policies etc.
- HR projects by coordination local employees survey processes and follow –up activities.
- Coordinate the recruitment activities for blue collar and selected white collar positions including dealing with external partners, preparation of job & competence profiles for vacant positions, posting positions through our internal career center and managing applicants appropriately through our system and conducting initial candidate interviews.
- Assist employees in planning, development and evaluation of programs initiatives, services and/or activities.
- Manage the succession planning activities to facilitate the hiring and retention of high performing, high potential employees.
- Conduct periodic training sessions for employee development and
- Provide full cycle HR support to employees including employee relations and retention

Salini Impregilo S.P.A

October 2017- Feb 2021

HR OFFICER

- Managed activities related to end-to-end recruitment cycle providing clerical & administrative support to staff of the Human Resources department maintaining employee personal files.
- Looking after the entire Medical Insurance for the employees.
- Developed employment related records.
- Motivated & updated the HR calendar with important dates & following up all HR activities.
- Identifying & dealt with employee's complaints and grievances Administering functions like visa Processing for new employees.
- Managed Payroll activities. Identifying & dealt with employee's complaints and grievances Administering Functions like visa processing for new employees.
- Managed Payroll activities.

- Organized inductions and training for new employee.
- Analyzed and understanding the different requirements of the clients and accordingly sourcing, screening and short-listing of suitable profiles.
- Generated of recruitment status reports on monthly basis.
- Employee Relations, Policies & Procedure, HR SOP Development.

Dutco Balfour Beatty Group- (BK Gulf &DBB)

March 2014- Oct 2017

HR OFFICER

Managed the HR operations and the complete visa issuing process activities with the objective of providing effective support to the Group Human Resource department

- Led and monitor the process of resolving any staff/labor/projects issues internally and with external parties, especially embassies, Ministry of Labour, Immigration Department, DHA etc. to resolve issues.
- Maintained updated employee files with details of joining, increments, appraisal ratings, training and exit and ensure all data/records are secured.
- Monitored the time keepers and review absenteeism and initiate actions as advised by HR Manager to contain the same.
- Issue warning letters / termination letters, communication & administration of disciplinary sanctions.
- Negotiated with staff and their representatives on issues relating to pay and conditions.
- Follow up on the recruitment process till the hiring status and facilitate arrival and induction of new employee including overseeing initial accommodation arrangements to ensure new hires are inducted smoothly.
- Performed all required processing and activities to ensure visa and labour related formalities for the entire group are processed timely and efficiently.
- Liaised with Camp Supervisors to arrange Company provided accommodation at specified labour camps and liaise with site administrator to communicate arrival dates of new comers.
- Coordinated the process of issuing work permit, visa, medical, EID, labour contract and related documents.
- Managed the process of issuance of Occupation health card from government agencies for workers.
- Collected and provide periodical updates from the government authorities on changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the HR department abreast of the changes in the rules and procedures.

Emirates Technical Associates-Group Office-Abu-Dhabi, UAE

July 2011-August 2014

HR ADMINISTRATOR

- Managed the daily attendance and timing sheets for payroll.
- Managed the PRO related work in terms of all visa procedures and legalities.
- Handled disciplinary letters and other employee relation matters.
- Assisted the recruitment process to find the right candidate for open position using recruitment different social media platform.
- Prepared offer letter and employment contracts.
- Employee counselling.
- Leave administration.
- Prepared and updating of HR Policy manual.

- Maintained of training records
- Identified training needs and organizing external /internal training program to address the same.
- Organized and coordinating recruitment activities including manpower planning, identification and selection of staff and liaising with recruitment agencies for the same.
- Managed full cycle of process recruitment and hiring from the initiation of the requisition till the joining day of the employee. Interface between the candidate and hiring manager for interviews.
- Coordinated with the candidate on joining dates and cancellation document.
- Assessed recruitment needs of the functional managers by developing strong relationship and acting as their business partner.
- Handled cash and bank transactions and recording in the cash bank book on daily basic.
- Processed supplier payments as per the due date. □
- Raised sales invoices and following up with customers for payment on due date.
- Carried out maintenance of fixed asset register □
- Prepared monthly profit and loss account, creditors and debtors age analysis
- Liaised with banks for loans, bank guarantee and bank related activities.
- Ensured planned, effective, and timely requirement of personnel in accordance with the approved manpower plan and staff requisitions.
- Provided support to the Manager HR Project by participating in a wide range of project activities and initiatives, including document production, administrative support, organization management, internal HR projects, policy and procedure development, communication and implementation of HR information to the company

ACADEMIC QUALIFICATION

Master of business administration (in HR), 2011,	(MBA HR)
Graduation, 2009, University of Karnataka	
Human Resource Management (HRM)	
Administration training certificate Sky University Dubai	
MOHRE Mol (UAE LAW) training certificate	

COMPUTER PROFICIENCY

Windows, MS Office, MS Excel advance Tally 5.4 version	Payroll Management Att (2000) & Att (2011) BRMP,
SAP, CAPPS, BRMP, EIR, ORCEL	

PERSONAL DETAILS

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- Date of Birth-28th March 1989 □
 - Passport valid till 2032 □

DECLARATIONS

I hereby solemnly do affirm that the furnished above are all true and correct to the best of my knowledge.