



## **RAHUL KUMAR PANDEY**

◆ 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

- Leaded 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

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#### **ACADEMIC QUALIFICATION**

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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

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#### **COMPUTER PROFICIENCY**

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

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#### **PERSONAL DETAILS**

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- Date of Birth-28<sup>th</sup> 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.