



**RAHNA SANTHOSH**  
**HR / ADMIN MANAGER**

**Email ID/Mobile No:**

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Mobile: 00973 38315459

**Permanent Address:**

Ambika Sadanam  
Altharamoodu,  
Kadakkal, Kollam  
Kerala  
India.

**Personal Data:**

DOB: 21/02/1984  
Gender: Female  
Marital status: Married  
Nationality: Indian

**Languages known:**

- English
- Hindi
- Malayalam

**Passport Details:**

Passport No.: K9604021  
Date of Issue: 03/06/2013  
Date of Expiry: 02/06/2023  
Place of Issue: Bahrain

**Visa details:**

RP Expiry: 21/02/2024  
Visa status: Employment with family status  
CPR No. 840212488

**Driving License:**

Valid License holder.

**Notice Period:**

1 Month

**Objective:**

“A dynamic and competent Administration and HR professional with superior work habits and managerial skills seeking a responsible position in an organization, where my skills and proficiency in Administration & Human Resource Management can be contributed in the best possible way as to achieve excellence and to be an asset to the organization; enabling mutual growth.”

**Skill Profile:**

- **Communication:** Highly efficient to interface with all levels of the organization including excellent verbal and written communication abilities.
- **Teamwork:** A highly effective team player, who understands the value of working together towards a common goal with drive and energy.
- **Leadership:** Capable of making sound decisions with ability to be strategic and tactical. Experienced in balancing priorities for short-term and long-range goals and to assume increased responsibility.

**Personal Qualities:**

- Computer proficient
- Innovative & Reliable
- Good leadership Qualities
- Ability to work under pressure, problem solving and decision making
- Strong initiative and positive attitude
- Good Reasoning and Analytical Skills
- Excellent skills in written and verbal communication
- Self-Motivated, able to work independently and committed

**Education:**

- MBA in Human Resources from Madurai Kamaraj University, India.
- Bachelors Degree in Commerce (BCom) from Jodhpur National University, India.
- Secretarial Practice (NCVT) from Regional Vocational Training Institute for Women, Kazhakuttam, Trivandrum, Kerala, India.

**Computer Proficiency:**

- Knowledge of MS-Office, MS-EXCEL, Outlook, Internet

**Other achievements:**

- Done ISO 9001-2008 awareness training
- Done ISO 9001-2008 Internal Audit training

## **Professional Experiences: Total 18 years**

- Presently working in M/s. Al Kheyal Decor WLL , Decorative Gypsum and Artistic Painting Company in Bahrain.

**HR Manager**

06/02/2019 onwards

### **Key Responsibilities:**

- Source candidates, screen, interview and propose them to Line Managers.
- Incite employment process and government formalities on recruitment protocol.
- Preparation of Employment Contract: Preparing employment offers & contracts for new employees, making sure all necessary documents are signed and updated in files.
- While upon the completion of the probation period following-up with department managers.
- Ensure new and existing expatriate employee employment requirements are fulfilled.
- Conducting Training Need Analysis for staff to allocate staff development requirements.
- Assisting in designing programs for staff development.
- Assisting on introducing Human Resources strategies whenever required depending on the market and working conditions.
- Staff Record updates: Maintaining systematic recording and updating all staff personal files.
- Prepare the monthly payroll together with the payroll reconciliation and other payroll records.
- Ensure proper deductions are made from the payroll each month for outstanding dues from employees in respect of advances, premiums etc.
- Preparing services certificates, salary certificates, letters to banks and other letters requested by staff after obtaining necessary authorization.
- Staff leaves management: Responsible for processing and maintaining records of all staff leave and leave payment.
- Ensuring that upon resignation and termination requirements is completed as per the company policy and procedures in coordination HR standards.
- Responsible in preparing the department's monthly reports including leave, training, recruitment, turnover updates and man-hour report.
- Co-ordinate and maintain with the respective Department Heads the daily functions with regards to manpower requirements and budget.
- Co-ordinate with PRO on all legal documentations and day to day fields' activities.
- Preparation of documents, and coordination with logistics companies for the shipment (Import & Export of materials to other countries).
- Handling Travel and ticket bookings of company staff for Business and Holiday purpose.
- Hotel bookings as and when required.
- Ensure the implementation of the HR Manual for consistent application of policies and procedures.
- Ensure compliance with the Performance management cycle.
- Administer the validation process for Executive levels.

- Worked with **M/s. Orlando Construction Co. WLL** Mechanical/Electrical/Civil Construction and contractors in Bahrain.

***HR cum Administration Manager***

20/08/2006 to 05/02/2019

***Key Responsibilities:***

- Responsible for selection and Recruitment of Employees, new hire onboarding
- Ensure the legal formalities of receiving an employee are full-filled
- Responsible for Training and Development. To ensure proper trainings are given for the newly recruited employees.
- Ensure proper employees are posted in the proper positions. Recruit and train personnel and allocate responsibilities and office space.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Responsible for formulation/Updating Performance Evaluation, Compensation and Benefits, Policies and Procedures, Employee Relations, Organizational Development, Company Orientation and Activities.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Responsible for Payroll processing in **MC Pay software**.
- Tamkeen experience.
- Sijilat experience.
- Ensure that all employees related services such as Visa Processing, Leave Processing, Issuance of employment/Service Certificates, Passport Renewals, Visa renewals, CPR renewals, Air Travel Entitlements and related benefits are implemented in a timely and efficient manner.
- Employee Grievance Handling: to ensure all the employee requests are responded properly.
- Implement the HR rules and regulations connected with LMRA, Immigration and Embassy and administer the daily employee affairs.
- Ensure that the End of Service Benefits is processed in a timely manner and as per standards and coordinate visa cancellation and repatriation as applicable.
- Establish internal control and procedures for efficient response time management for all HR services.
- Responsible for all Vehicle related services such as annual registration including insurance renewal and passing of vehicles.
- Responsible for creating daily administration procedure for smooth flow of work.
- E-visa processing.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Manage schedules and deadlines
- Commercial Registration renewals
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Contributes to team effort by accomplishing related results as needed.
- Ensure proper Code of Practice is in place.

➤ Worked with M/s. **International Trading Co WLL**  
Mechanical/Electrical/Civil Construction and contractors in Bahrain.

**Position:** *HR cum Accounts Assistant*

20/08/2004 till 19/08/2006

**Key Responsibilities:**

- Coordinating with Public Relations officer for the renewal of employee visas, CPR, LMRA, registration/cancellation of GOSI, and other activities related with the ministries.
- Visa processing, visa renewals, Passport/CPR renewals
- Follow-up on the employee leaves, attendance and departure from work.
- Preparation of job descriptions, annual appraisals and job contracts.
- Identify training needs and coordinate for any training as per the requirements.
- Prepare the employees' monthly payroll and calculate employees' end of service dues (Leave salary/Indemnity)
- Arrangement of ticket for employees who leave on vacation/resignation/termination.
- Vehicle annual registration including insurance renewal and passing of vehicles.
- Invoicing, cheque preparation.
- Commercial Registration renewals

**Career Objective:**

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs.

**References:**

Will be furnished upon request.

**Declaration:**

I hereby declare that all the above stated information is correct to the best of my knowledge.

RAHNA SANTHOSH  
22<sup>nd</sup> September 2022