

## CHANCHAL

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House No-143, Block No-11, Trilok Puri New Delhi-110091 (India)



### CAREER OUTLOOK

I am highly motivated & believe to explore my Carrier to reach a position of eminence through working on project related to infrastructures, emerging technologies for the future and continuously upgrading my Skills with my abilities and skills, I aspire to contribute for Organization to my level best for the symbiotic growth of the Organization and self.

### EDUCATION QUALIFICATION

- 1 10<sup>th</sup> Passed from CBSE Board Delhi (India)
- 2 12<sup>th</sup> Passed from IGNOU Delhi (India)
- 3 Graduation from University of Delhi (India)

### ACADEMIC CREDENTIALS

- 1 Diploma in Office Administration from National Institute of Labour Education & Management. (NILEM) INDIA (Chennai)

#### **Key Subjects.**

1. Organisational Behaviour
2. Labour Legislation
3. Administration Law
4. Office Administration-Methods & System

- 2 Diploma in Human Resources Development from National Institute of Labour Education & Management. (NILEM) INDIA (Chennai)

#### **Key Subjects.**

1. Management Principles
2. Training Methodology & Training Evaluation
3. Human Resources Development
4. Personnel Management.

### ORGANISATIONAL SCAN

**Currently working as Administration / HR Professional with M/S MCSix Construction WLL Company, Bahrain International Airport Project, and Kingdom of Bahrain since 22.06.2017.**

17 years of overall experience with admin IR and HR with good communication skill. Coordinating office activities. Operation to secure efficiency, compliances to company policies. Co-coordinating & leading to Time management. Independently leading to timekeepers. Payroll management, updating leaves. Sick leaves, annual leaves, absenteeism. Managing agendas/travel co-coordinating System and controlling labor with co-operation with employee's arrangements/appointments etc.CV selection. Shortlisting conducting arranging interviews. Joining formalities. Tracking

of testimonials, updating personnel files. Updating organization charts job description for the upper management. Security management, arranging safety induction, interview for newly joiners. Manage phone calls and correspondence e-mail, letters, packages etc. Updating records & databases with personnel. Financial and other data Track of issued office stationeries & materials. Camp management staffs, workers, hiring & de-hiring buildings for staff's accommodation. Place orders when necessary as per management approval & requirements Submit timely suppliers invoices reports and prepare presentations/proposals as assigned. Assist colleagues whenever necessary, verify the vendors and manpower suppliers invoices, Coast controlling , implementing company policy, preparing payroll & processing for monthly salary. Handling transport & controlling mileages. Updating track of person-hours on daily base. Passport controlling and visa management. Petty cash handling for site related expenses time to time communicating with finance department. About management of payroll system. Facility management. At site handling, admin / HR related all responsibilities, track of company & office assets. Handling facility management, tracking of master employee's data & ensuring to complete day-to-day activity.

ORGANISATIONAL SCAN					
COMPANY	POSITION	PROJECT	LOCATION	FROM	TO
MCSIX CONSTRUCTION WLL COMPANY	ADMINISTRATION / HR PROFESSIONAL	BAHRAIN INTERNATIONAL AIRPORT PROJECT	KINGDOM OF BAHRAIN	Jun-17	Till now
L&T - SUCG JV CC 27	ADMINISTRATION / IR OFFICER	DELHI METRO PROJECT CC 27	DELHI, INDIA	Mar-13	Oct-16
STRABAG - AFCONS JV	ADMINISTRATOR	ROHTANG PASS HIGHWAY TUNNEL PROJECT	KULLU MANALI, INDIA	Jul-10	Mar-13
LAING O' ROURKE	SITE ADMINISTRATOR	JUMEIRAH GOLF EASTATES ( MEP PROJECT )	DUBAI, UAE	Jul-08	Oct-09
DODSAL ENGINEERING CONSTRUCTION PTE LTD	TIME KEEPER	RAS LAFFAN COMMON COOLING SEAWATER SYSTEM PROJECT. CCWP-2	DOHA, QATAR	Aug-06	Nov-07
INTERNATIONAL METRO CIVIL CONTRACTOR ( IMCC )	TIME KEEPER	DELHI METRO PROJECT CC 27	DELHI, INDIA	Sep-02	Jul-06

### Key Skills

- **Good communication skills**
- **IT literate**
- **Logical and well organized**
- **Numerate, literate and accurate**
- **Develop an understanding of the COINS infrastructure**
- **Team player**
- **A proactive response to pressure**
- **Ability to manage change and adapt to new procedure**
- **Education Graduate/Diploma in any field. Knowledge of accounting**

### IT SKILLS

1. I have Completed Computer Operating System Course from CCT Academy Madhu Vihar Delhi (India)
2. I have Completed Microsoft Excel 2003 Introduction on 04 August 2008 from ExecuTrain (Technical Education Centre) -Dubai.UAE.

**Over all Experience 16+ years and 06+ of experience in a similar position in the UAE/Gulf Experience  
In the construction industry preferred.**

**NOTICE PERIOD : One Month.**

#### **PERSONAL DETAILS**

Date of Birth	:	12 January 1981
Present Address	:	Kingdom of Bahrain
Permanent Address	:	House No: 143, Block No: 11 Trilok Puri Delhi: 110091
Permanent Contact No	:	+91 7840083407
Nationality	:	Indian
Sex	:	Male
Religion	:	Hindu
Language Known	:	English & Hindi
Passport Status	:	M 2384906 (Valid up to 29-09-2024)
Marital Status	:	Married
No. of Dependants	:	03

**Place: - Delhi**

**Date: -03.02.2022**

**(Chanchal)**