

NOUSHAD BASHEER

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Nationality : INDIA
Visiting Visa

SUMMARY

Result driven HR Admin professional with 19 years of experience in managing HR operations, employee relations and site administration for large scale Construction Company [5000 plus employees]. Proven track record of improving processes, ensuring compliance and providing exceptional support to employees and management.

KEY SKILLS

EXCELLENT COMMUNICATION AND INTERPERSONAL SKILL
STRONG ANALYTICAL AND PROBLEM SOLVING ABILITIES

Work experience

HR Senior Coordinator, Site support service (2014 – 2023)

Al Ayuni investment & Contracting Company, Riyadh, Saudi Arabia.

- Support recruitment activities including job postings, screening candidates, scheduling interviews, and onboarding.
- Handle employee inquiries regarding payroll, benefits and other HR related matters
- Process requests for advance amounts for new arrival employee ,verify eligibility and ensure compliance with company policies
- Support to open bank account for the new arrival employee and update the bank account details in ERP software
- Arrange medical for new arrival employees in order to process their resident ID (Iqama),once issue the residence ID collect and distribute to the employees
- Assist in the addition and removal of employee in the GOSI system
- Coordinate and review the process to get the Medical Insurance for the employee and Family members
- Process the issuance and renewal of driving licenses, labor cards
- Plan, coordinate and execute employee deployments and transfer across company sites
- Track and monitor employee resident ID expiration date and coordinate with Finance and GRO team for renewal process
- Coordinate with respective teams for the timesheets of all staffs and check for correctness and run through approval process ,enter employee attendance in ERP software and ensure timely disbursement of salaries with payroll team
- Issue employee letters and salary certificates
- Coordinate and follow-up with GRO team for issuance of employee family visa
- Assist in resolving workplace conflicts and disciplinary issues
- Assign task and duties to Office boy, Camp boss and office driver
- Monthly visit to staff accommodation and ensure safety and cleanliness
- Maintain company vehicle data in each sites
- Coordinate with GRO team to get the company vehicle accident reports from traffic control office and support with vehicle department to claim insurance
- Collect brief report of accident and work injuries form HSE team and report to GRO team to register in GOSI portal for insurance claim
- Support HR manager in daily tasks and provide reports as required

HR Senior Administrator, Administrative service (2011 – 2014)
Al Ayuni investment & Contracting Company, Riyadh, Saudi Arabia

- Manage employee vacation requests, approvals and tracking in ERP(MS dynamix) software
- Maintain accurate records of employee vacation balance
- Ensure compliance with company vacation policies and labor laws
- Issue Exit reentry / Exit visas
- Coordinate with department heads to ensure the adequate staffing during peak vacation period
- Ensure and verify employee clearances
- Process employee air ticket requests in a timely manner, verify travel destinations and dates -ensure the compliance with company travel policies and procedure
- Responsible for processing the termination case for an employee and following with concern to get termination letters
- Assist in the calculation and settling of the end of service benefits
- Prepare monthly report for vacation not return employees in order to close their files and remove from medical insurance and GOSI

Officer, Employee affairs (2008 – 2011)
Al Ayuni investment & Contracting Company, Riyadh, Saudi Arabia

- Responsible for the accurate and efficient administration ,management and maintenance of comprehensive employee records
- Archive/retrieve all employees (5000 plus employees) documents in their personal files and ensure to maintain them properly and safely
- Maintain confidentiality of all employees personal files (Labor to CEO level)
- Update employee information and documents electronically
- Safeguard and maintain employees passports (5000 plus employees) in a secure and accessible location
- Verify employee identity and authorization for passport release for vacation or Exit purpose
- Ensure accurate records and tracking of passport releases and returns

Admin Assistant (2005 – 2008)
Star Builders , Kerala , India

- To ensure timely and cost effective procurement of office stationary and cafeteria items
- Manage day to day administrative tasks including correspondence, filing and date entry
- Implement and enforce office policies and procedures
- Address inquiries and resolve issues promptly and professionally

Languages

English, Arabic, Hindi, Malayalam, Tamil

Computer skill

MS office (Word, excel, power point, Outlook)

Educational Qualifications

Vocational Higher secondary education (2000 to 2002)

BSc in Mathematics (Course not completed) (2002 -2005)