



VIJAY P M

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HR & FINANCIAL PROFESSIONAL

Competent and diligent Administration/Financial professional having diverse experience of over 4 years in the areas of Accounts & Administration, Document Control, Recruitment, Selection and Employee Relations. Currently associated with Excel Services LLC, Dubai as Project Administrator/Accountant. Solid background in cost effective management of all day-to-day activities in co-ordination with internal /external departments for smooth operations.

- Proven skills in managing & defining competitive salaries, training & development opportunities, retention programs and promotions.
- Skilled at managing welfare measures; ensuring prompt resolution of employee grievances to maintain cordial management & employee relations.
- Strong leadership traits with excellent ability to coordinate with different people at one time under difficult situations and the ability to bring out the best in others while creating a healthy and friendly work environment, thus enhancing operational efficiency and optimizing resource utilization.

People Management	Account Reconciliations	Systems and Financial Control	Payroll Management
Purchase & Inventory	Record Management	Relationship Management	Administration
Office Management	Recruitment & Selection	Operation Management	Documentation

PROFESSIONAL EXPERTISE

TESTER ELECTROMECHANICAL LLC

UAE	PROJECT ADMINISTRATOR-DC cum FINANCE OFFICER	Nov/2020 to till now
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KEY DELIVERABLES

- Support the Project Manager and team in efficient administrative support
- Create and update databases and records for financial information, personnel, and other data
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Handling all business correspondence - Emails, letters, Calls, announcements, memos, circulars, etc.
- Maintain attendance report of all employees(Staffs, Workers, Technicians & Drivers) and submit monthly.
- Maintain confidentiality and security of company and employee documents at all time.
- Monitoring Petty cash daily basis and Verifying Petty Cash Report on regular intervals and submitting management for reimbursement approval.
- Raises inspection request of materials & work for the project progress and obtains approval from the client.
- Maintained confidentiality of employee information & ensure that stationery levels are maintained.
- Coordinate with the project team and prepare materials request for the site & support the purchase team also.
- Liaising with delivery and warehouse teams to ensure goods are received on time
- Updating all records of purchased & delivered products
- Preparing administrative & documentation to Safety regards to site
- Support HSE Inspection, Audit & self-assessment.

EXCEL SERVICES LLC

UAE

HR ADMINSTRATOR cum ACCOUNTANT

Mar/2019 to Oct/2020

KEY DELIVERABLES

- Handling all administrative support and project correspondence.
- Handling tender inquiries, maintaining tender logs.
- Preparation of Payroll and all other benefit to the employee (Leave Salary, Gratuity...etc)
- Performing supplier and client's reconciliation.
- Handle the full and final settlement of the employees.
- Verification of Local Purchase Order.
- Handling Employee & Labor Visa application & Visa Renewals
- Handling all business correspondence - Emails, letters, announcements, memos, circulars, etc.
- Preparation of Financial reports, Statements like Profit & Loss A/c & Balance Sheet and supporting schedules and accounts reconciliation for audit.
- Arranging the insurance for Vehicles and Project.
- Maintain HR records, such as those related to compensation, health, and medical insurance.
- Monitoring Petty cash daily basis and Verifying Petty Cash Report on regular intervals and submitting management for reimbursement approval.
- Maintained confidentiality of employee information
- Renew and maintain all company's leases in the U.A.E before its expiry, which includes offices, company apartments.
- Maintain confidentiality and security of company and employee documents at all time.

NAJED AL AHLIYA LLC

Oman

HR PROJECT ADMINISTRATOR

Aug/2016 to Jan/2019

KEY DELIVERABLES

- Prepare and issue employment contracts/secondment terms including employment references, coordinating pre-employment requirements and general induction preparation
- Prepare the weekly and monthly payroll which includes entering all new starts to the employee database and processing leaves
- Work with team to prepare for audits and auditors with smooth completion.
- Handling & Tracking the petty cash expenses daily basis.
- Maintaining a flawless communication with the employees, ensure timely resolution of employee grievances and harmonious working environment at all levels.
- Proficiency control legal and financial documents, route appropriately, and develop new documents upon the request.
- Manage employee records and other pertinent documents like offer/contracts of employment, promotion/salary increment letters, salary/service certificates, disciplinary actions file, etc.
- Maintained purchase inventory and charges list for insurance and freights.
- Supports HR staff, managers and employees by providing guidance, support and coordination in the consistent and effective application of policies, procedures and practices of the Human Resources function.
- Formulated vendor and supplier invoices accurately and timely & Help with recruitment activities including communication with candidates, scheduling interviews and attending interviews.

IBM INDIA PVT LTD

BANGALORE, INDIA

HR OFFICER

May/2015 to Aug/2016

KEY DELIVERABLES

- Responsible for hiring top notch talent from competition for Business Analytics & Strategy Delivery team with an average Joiners target of 300 plus each quarter and current strength of 4000 Practitioners.
- Formulating & driving an effective Recruitment Channel Mix strategy for the business thereby ensuring top of the line talent at optimum cost
- Mapping the selected candidates to different projects as per the project requirement thereby ensuring that the resource utilization is at the maximum.
- Verifying the salary offered to the candidate and raising it to the approver to approve, if the salary offered is above the hiring manager grid.
- Checking of offers includes verifying for 'No Hire Companies', 'Restricted Hire' and also for 'Fake Universities'
- Raising approvals to the leads to hire a candidate & rolling out the offer for the same with the IBM process tool called GOM & RWS
- Demonstrated strong marketing skills in selling a diverse range of current promotions.

ACADEMIA

- **MBA (HR & Marketing)** from **Nehru College of Engineering and Research Centre** affiliated to **CALICUT UNIVERSITY** in the year 2014
- **BCA** from **CALICUT UNIVERSITY** in the year 2014
- **NEBOSH Completed** (Waiting for result)

Technical Skills

Operating System

MS Dos, Windows

Application Package's

MS Office, C, C++, HTML, Java

PERSONAL PROFILE

Date of Birth	2/12/1990
Nationality	Indian
Marital Status	Single
Passport No.	M5950933
Languages Known	English, Arabic, Malayalam, Hindi , Kannada & Tamil

DECLARATION

I hereby declare that all the information furnished in this document is true to my knowledge and belief.

VIJAY P M