



MAHESH KUMAR K C

HR ADMIN & OPERATIONS EXECUTIVE

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Al-Quasis, Dubai, UAE

Personal Details

DOB : 23-05-1993
Marital Status : Married
Nationality : India
Passport No : L7226174
Expiry Date : 11-02-2024
Driving License : LV -AUTO (DUBAI)
License No : 3717307
Visa Status : Cancelled Visa
Availability : Immediate joining

Expertise

- * HRM & Administration
- * Recruitment & VISA Processing
- * Training and development
- * Compensation and benefits
- * Facilities Management
- * Fleet vehicle Management
- * Camp Management
- * Negotiation and Procurement
- * EHS Compliance & Labor Law
- * Warehouse & Logistics

Certifications

- NEBOSH International General Certificate in HSE
- Diploma in Health & Safety Environment Engineering
- IOSH-Managing Safely in HSE & Medic first aid
- Basic Food Safety in Health & Hygiene
- Basic Fire Fighting Techniques

Computer Skills

- MS Office
- Oracle JD
- MS Outlook
- AS 400

Career Summary

Enthusiastic and reliable individual with 8 years of hands-on experience in HR, administrative & operational support capacities. Competent at Recruitment, Training, Camp management, Procurement, Logistics, Fleet Vehicle Management, HR duties, Hard & Soft facility services. A strong communicator and leader who is able to successfully implement standard office procedures & HR policies. Well-organized to handle transactions, generate budget and utilisation certificates.

Academic Qualifications

2015 - 2017	MBA Project Management
Bharathiar University	65%
2010 - 2013	B.Sc. Physics
University Of Calicut	89%
2010 - 2013	Higher Secondary
Kerala Board Of HSE	86%
2007-2008	SSLC
Kerala State Board	95%

Experience

DHANYA GROUP OF COMPANIES, SHARJAH, UAE

Pioneer in Automobile Genuine Spare parts, Refrigeration & Autocare (Since 1982)

HR-ADMIN EXECUTIVE

November 2021 - December 2022

- * Reports to Chairman regarding daily updates of human resources and administrative functions.
- * Planning of daily assignments and logistical requirements with higher management.
- * Staffing, Recruiting & giving orientation.
- * Coordinating new visa processing, visa renewal and payroll activities.
- * Employee file updation and Final exit procedures.
- * Coordinate with PRO for trade license, tenancy & permit renewal.
- * Health insurance claims, support & renewals.
- * Respond & resolve staff grievance & queries.
- * Prepare budget expense report for management.
- * Camp management, Contract management & Housekeeping practices.
- * Fleet Vehicle Management, Preventive & Post Maintenance.
- * Fire safety & security – Building Management & Properties.
- * Negotiate with various suppliers to find best quality, price and delivery
- * Coordinating training programs & campaigns for staff welfare
- * Transportation and accommodation of Executives and Staffs
- * Supervising and managing the renovation works of warehouse, vehicle garage and showroom

Professional Skills



Employee relations



Confidentiality



Planning & scheduling



Team work



Conflict Management



Documentation



Multitasking



Decision making

Language

English

Hindi

Malayalam

Tamil

Awards & Achievements

- * Served for 2 years in senior wing division NATIONAL CADET CORPS as Junior under officer and passed 'C' certificate with 'A' grade in National level under the authority of Ministry of Defence, Govt. of India.
- * Passed Aptis English language proficiency test conducted by British Council.
- * Participated in State Level Volleyball Championship in 2006- 2007.
- * Participated in twenty one days Residential Training Programme for skill acquisition in Communicative English and Information Technology conducted by Higher Education Department under Government of Kerala.

Reference

Upon request

EMIRATES FIRE FIGHTING EQUIPMENT FACTORY LLC, UAE

Leading Fire fighting equipment Supplier in MENA (Since 1983)

HR ADMIN COORDINATOR

June 2019 - July 2021

- * Joining formalities - Induction and orientation programme.
- * Handling employee database (hard & soft copies).
- * Prepare attendance, leave schedule and overtime.
- * Co-ordinate with PRO for Medical, Emirates ID, VISA and Insurance.
- * Handling staff queries related to leave, salary, attendance and transfer.
- * Co-ordinate final exit procedures and prepare settlement.
- * Support payroll preparation with employee details and bank account
- * Documentation works of work-men compensation and injury claims.
- * Accommodation & Housekeeping Management.
- * Fire safety & security contracts management
- * Fleet Vehicle Management -Renewal, Maintenance, Petrol & insurance
- * Preventive & Post Maintenance - AC, Electrical & Plumbing.
- * Utility bill payments - DEWA, SEWA, Etisalat.
- * Procurement - Accommodation & Office supplies.
- * Inventory control & stock updation.
- * Track & coordinate on trade license & tenancy contract.
- * Transportation of Executives, Staff & unskilled workers.

GCCI LLC - DYNATRADE, SAUD BAHWAN GROUP, UAE

Leading exporters of Automotive, Construction Equipment, Heavy vehicles

ADMIN & OPERATIONS COORDINATOR

April 2015 - June 2019

- * Maintenance, Safety & Security contracts.
- * Warehouse management & stock control.
- * Procurement of office supplies, furniture and fuel.
- * Ensuring the welfare facilities of office/staff are maintained well.
- * Verification & follow up of dues & contracts with vendors.
- * Preventive & Post maintenance - timely attend, checking & follow up of issues until resolve.
- * Staff and family accommodation management of 800 employees.
- * Fleet vehicle management, Scheduling transportation & HRA.
- * Coordinating Tenancy contract & Trade license renewal.
- * DEWA, SEWA & AADC Payments & accounts settlement.
- * Etisalat Landline accounts & GSM payments.
- * Supervising the staffs, drivers, security guards, technicians & other unskilled workers.
- * Invoice preparation, arrange payments to vendors & cheque request.

CASA GRANDE LLP, TAMIL NADU, INDIA

South India's leading Real Estate and Construction Company

ADMIN ASSISTANT CUM HSE COORDINATOR

April 2013 - December 2014

- * Preparation of Project EHS plan & Maintenance of site documents.
- * Develop training modules for site and office working staff.
- * Implementation of job safety analysis and risk assessment program.
- * Coordinating with client mock -up drill for emergency preparedness.
- * Carryout internal Safety Audit & Ensure safe working environment.
- * Making Site visit and suggestions to them & keeping the work -site in safe manner.
- * Investigation on Accidents, Preparation of Analysis & Follow up.

