



AHAMED FEROSE
SENIOR SITE ADMINISTRATOR
/ SR. PROJECT ADMINISTRATOR

PROFILE

Dedicated, results driven, organized and highly motivated professional with over 15 years of experience in managing Human resources and Site Administration and proven abilities in management, leadership and communication. A sincere passion for employee engagement and demonstrated ability to build organizational capability by collaborating with Management and other depts. Also ensures that the administrative activities within an organization run efficiently by providing structure to other employees throughout the organization.

CONTACT

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Abushagara, Sharjah, UAE

KEY SKILLS AND CHARACTERISTICS

Team work, Leadership, flexibility, Time management ,problem solving, Can- do – attitude, Empathy, Adaptability, Employee relations, Conflict resolution, knowledge of Labour law, Interpersonal communication, benefits administration, workers compensation, leave administration.

EXPERIENCE

1) M/S BESIX CONSTRUCT LLC

SENIOR SITE ADMINISTRATOR

PROJECT - ROYAL ATLANTIS RESORT & RESIDENCES, PALM JUMEIRAH, DUBAI

PERIOD: DECEMBER 2021 TO JUNE 2022

PROFESSIONAL DEVELOPMENT

- Process and review employment applications in order to evaluate qualifications
- Coordinate and organize interview schedules with shortlisted candidates.
- Verify prior employment, contact candidate references, and communicate with applicants/candidates of their application acceptance or rejection.
- Prepare Induction Kits, schedule Induction Plans and open/activate Employee Files of new joiners.
- Perform all administrative responsibilities for onboarding, new hire orientation, and departure interviews, including data entry.
- Managing database and documentation for over 4,000 employees including staffs and tradesmen.
- Capable of professionally managing confidential information.
- Comprehensive understanding of MOHRE and UAE
- Labor Laws.
- Exemplify strong attention to detail and possess superior organizational skills.
- Demonstrate a solid understanding of legal terminology.

PERSONAL INFORMATION

License - UAE driving license

Visa – Cancelled Employment Visa
(Dubai)

MOFA attested certificates

Languages Known - Hindi, English, Tamil,
and Malayalam

Nationality - Indian

References available upon request

EDUCATION

MBA IN HRM

IGNOU, NEW DELHI, INDIA,
2005 DECEMBER

LL. B (BACHELOR OF LAW)

UNIVERSITY OF CALICUT, KERALA,
INDIA
1996 DECEMBER

PRE- DEGREE

GOVERNMENT VICTORIA COLLEGE,
PALAKKAD, KERALA,
DECEMBER 1991

- Ensure effective communication between departments.
- Payroll preparation and processing.
- Annual appraisal or performance review process
- Position & requisition management, pre –screening candidates and recruitment.
- Employee Annual Leave administration.
- Process employee requests (HRA Advance, benefits-related entitlement claims, etc.)
- Update employee salary list monthly.
- Employee End of Service benefits calculations.
- Implementing HR Policies effectively.
- HR letter automation (Salary Letters, Service Certificates, etc.
- Work closely with departments such as Accounts, IT, Construction Sites etc.
- Administer all visa and work permits for employee and dependents by liaising with PRO and local UAE govt ministries.
- Provide advice and guidance to both employees and managers.
- Maintains a positive and professional working relationship with customers, sub-contractors and vendors.
- Ensures full compliance to Company safety and quality procedures.
- Performs administrative duties for job sites ensuring all documentation regarding timesheets, equipment usage and all personnel related allowances are maintained as required.
- Learns, interprets and applies organizational policies, rules and regulations.
- Establishes and dismantles site offices as required.
- Maintains an organized filing system on site. Perform and maintain daily documentation, filing and typing.
- Maintain and organize document files.
- Provide administrative support to various departments as needed. Such as assisting with client meetings, creating presentations and packages.

PROJECTS HANDLED

- 1) Royal Atlantis Resort & Residences,
Palm Jumeirah, Dubai (5 years)
- 2) Al Habtoor City Project, Near Dubai
Canal, Business Bay, Dubai (4 years)
- 3) Daman Hotel, Office & Residences,
Behind DFC, Dubai (1 Year)

- Basic understandings of Construction HSE systems and requirements.
- Administers office and safety supplies, stationary.
- Performs other duties and responsibilities as required has to be done.
- Monitor probationary periods for new employees, liaise with appropriate Line Manager and issue letters.
- Perform general office support functions and assist other departments as necessary.
- Monitor employment document expiry dates.
- Communicate with employees on the timely renewal of their passports.
- Liaise and follow-up with Sponsor & Typing Centre on the timely renewal of employment visas and work permits.
- Coordinate visa renewal process with concerned employee.
- Assume responsibility for establishing and maintaining effective communication, coordination, and working relations with all team members.
- Act as a liaison for communication between team members and the department.
- Answer general time and attendance questions.
- Provide advice and guidance to both employees and managers, seeking solutions where necessary.
- Provide a Comprehensive and HR Consulting service to the workers regarding absence and health concerns, behavior and capability, grievance disputes, organizational transformation and all other employee relation issues.

2) M/S SPECON LLC

SENIOR SITE ADMINISTRATOR

Project - Royal Atlantis Resort & Residences, Palm Jumeirah, Dubai

PERIOD: MARCH 2017 – NOV 2021

3) M/S HABTOOR LEIGHTON SPECON (HLS)

SENIOR SITE ADMINISTRATOR

Project - Al Habtoor City Project, Near Dubai Canal, Business Bay,
Daman HOTEL, Office & RESIDENCES, Behind DFC, Dubai

PERIOD: AUG 2013 – FEB 2017

4) M/S AL ATTAR ELECTROMECHANICAL ENGINEERING

(MEP DIVISION OF AL ATTAR GROUP OF COMPANIES)-

SENIOR HR & ADMINISTRATIVE OFFICER/ SENIOR HR ADMINISTRATOR

PERIOD: MAY 2006 - JULY 2013

**5) M/S SHAH AGRO-FOOD INDUSTRIES LTD, CHENNAI, INDIA HR &
ADMIN OFFICER**

PERIOD: JUNE 2002- APRIL 2006

**6) M/S BINDHIA AGRO-FOOD INDUSTRIES LTD, POLLACHI, INDIA -
LEGAL/PERSONNEL OFFICER**

PERIOD: JUNE 1997- MAY 2002