

NAVAF ALI

HR & ADMINISTRATION OFFICER

Seeking a challenging and growth oriented assignment with progressive organizations where I can be of good use and would also be able to develop my career and utilize my strengths and skills



nawafaliec@gmail.com

+971 564683498

Dubai, UAE

21 August, 1993

linkedin.com/in/navaf-ali-elachola-78436012b

WORK EXPERIENCE

ADMINISTRATION OFFICER

RESCOM METAL ORES TRADING LLC

10/2019 - Present

Dubai, United Arab Emirates

Tasks

- Knowledge in employment visa process in JAFZA, DMCC, LLC holding companies both in documentation and online portal process.
- Coordinating employee, company, vehicle insurance with Reputed agents.
- Preparation of company Monthly expenses requisition of DEWA, Emicool, Etisalat, DU, Enoc. Salik recharge etc.
- Assist employee with Tenancy contract, ejari, Dewa, Emicool etc.
- Knowledge of applying Schengen, UK, Saudi visa.. for employees.
- Regulatory Maintain records and handle processes on timely basis, all tasks related to the local regulatory rules and regulations; Trade license, lease, PO box, staff Visa,
- Arrange travel itinerary for the employees including ticket reservations, hotels bookings
- All duties in relation to day-to-day requirements, team travel & VISA, office and staff insurances, medical, office and vehicle insurances, RTA services, courier management etc.

HR Associate

Amazon Development Centre

08/2017 - 07/2019

Bangalore, India

HRS Assistant for Amazon's U.S and Costa Rica Employees.

Tasks

- HR data management and Handling HR Operations of USA and Costa Rica region
- Verify data and perform data entry. Look for variances and discrepancies in data for correction
- Deal with employee requests regarding human resources issues, rules, and regulations
- Respond to employment verification requests, salary and benefit surveys, and other requests for information
- Expertise MS office applications (Word, Excel) and outlook

SKILLS

People Management

Good Knowledge in MS Office

Quick learner

Team player

Positive Attitude

Ability to work under pressure

Time Management

Highly Flexible

EDUCATION

Master of Business Administration HR And International Business (10/2015 - 11/2016)

Westminster International college, Malaysia, in association with Cardiff Metropolitan University, UK

Bachelor Of Commerce Corporate Finance (04/2012 - 06/2015)

University of Calicut

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ○ ○

Malayalam ● ● ● ● ●

Arabic ● ● ○ ○ ○

PERSONAL DETAILS

Currently in employment visa

UAE Driving License