

# Rahul R

## HR Assistant

### AREAS OF EXPERTISE

*HR processes & systems*

*Contract document generation*

*Accepting resignations*

*Business Administration*

*Payroll*

*Recruitment methodologies*

*Employment legislation*

*Answering queries*

*Document management*

*Equal opportunities*

*Absence management*

*Calendar management*

*Pre-screening*

*Short-listing candidates*

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds, which in turn helps me to gain a in-depth understanding of their individual needs. Thirdly my real passion for the HR field as a whole, an obsession which allows me to spot trends and develop best practise processes."*

### PERSONAL SUMMARY

A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. Has a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. Possesses superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional fully understands the importance of the HR department to any organization, and therefore aims to make any office in as effective and efficient as possible. Has extensive experience of working in commercially focussed organisations, and fully understands the pressures of achieving targets and accurately assessing job applicants according to their ability.

Right now I would like to work for a friendly and exciting company that is looking for a HR who can reflect their values of excellence & quality.

### CAREER HISTORY

#### DAY TO DAY GROUP DUBAI

HR ASSISTANT      JAN 2018- OCT 2020

Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the Managers and Officers. Also involved in the day to day-to-day running of the office.

- Assisting day to day operations of the HR functions and Duties
- Compiling and Updating Employee Records (Hard and Soft Copies)
- Assisting PRO for PRO related Works
- Processing documentation and prepare reports relating to personal activities (Staffing, Recruiting, Training, Grievances, Performance Evaluation etc.).
- Staff Recruiting-Developing job descriptions and person specifications, Preparing Job Adverts, checking application forms, Short listing, Interviewing and selecting the candidates.
- Handling employee request regarding human resources issues, rules and regulations
- Putting together new employee starter packs.
- Setting up, monitoring and then tracking employee probationary periods.
- Carrying out background and reference checks on prospective employees.
- Acting as the first point of contact for anyone enquiring about a vacancy.
- Undertaken regular salary reviews
- Developed and implemented policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Developing and maintaining a well organized filing system.
- Developing reports staff sick leave, absences and holiday leave.
- Administering payroll and maintaining employees records.
- Implementing new initiatives and forward planning is required, as work pressure is high and time management is vital
- Providing professional advisory support to company employees.
- Interpreting and clarifying the companies HR policies & practices.
- Ensured that senior management is fully informed of all correspondence / issues and highlight immediately any unusual matters of significance
- Communicated with public services whenever necessary

## PERSONAL SKILLS

*Competitive*

*Deadline led*

*Energetic*

*Time management Decision*

*making Attention to detail*

*Excellent communicator Tactful*

*& articulate Problem solving*

*Quick thinking Team*

*player Conflict resolution*

*Professional mannerisms*

*Integrity*

## DSM INFOCOM

Desktop Support Engineer May 16 - Dec 17

***Was responsible for providing a first class IT support service to colleagues in the Office***

- Provided desk side IT support
- Provide technical support for software reconfigurations to aid in function customization
- Resolved hardware and software problems and provided network troubleshooting, technical support and training to end-users, as well as administered network security
- Installed, Deployed, Configured Windows
- Trained end users on the utilization of newly deployed software packages and new technologies
- Analyzed and diagnosed DNS/DHCP/VPN and other networking issues.
- Sent out relevant information.
- Followed up on all outstanding issues.

## KEY COMPETENCIES AND SKILLS

### ***Human Resources and Administration***

- Resolving typical and common hiring problems.
- Negotiating with candidates, employers and related third parties.
- Developing procedures, policies & standards for recruitment.
- Writing up contracts, including terms and conditions.
- Tactfully resolving disputes between different parties.
- Handling all confidential information in a professional manner.
- Knowledge of specialist HR software and automated systems.
- Having in depth conversations with people over the phone & face to face.

### ***Professional***

- Working in fast paced, high transaction volume environment.
- Ability to organize & prioritize workload within any setting.
- Knowledge of monitoring progress in a employees career.
- Completing all tasks in a timely, organized and professional manner.
- Ability to communicate effectively in English, both orally and in writing.
- Maintaining all HR paperwork to ensure compliance with relevant legislation.
- Able to work on multiple projects simultaneously.

### ***Personal***

- Able to work closely with other professionals as part of a team.
- Strong influencing and communication skills.
- Ability to pick up new skills and knowledge quickly.
- Can function in a fast-paced environment.
- Comfortable with being the 'go to' person in a company.
- Thinking laterally to create options and solutions.
- Positive 'can do' attitude towards work.

## PERSONAL DETAILS

*Rahul Rajagopal  
Al Najoum Building  
Port Saeed Area Deira*

*M: 0563254447  
E: rahul.pkd18@gmail.com*

## ACADEMIC QUALIFICATIONS

***Nehru Institute of Technology,***  
Anna university, Bachelor of Engineering

***2010 - 2014***

***MES EMHSS***  
Higher Secondary Science Group

***2008 - 2010***

**REFERENCES** – Available on request