

RIYAZ  
Human Resource Administrator  
UAE (Own Visa – Immediate Join)



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## SUMMARY

Over 12 plus years' experience as a Human Resource Administrator and handled certification for ISO 9001:2008/2015 (Management Quality System), ISO14001:2015 (Health and Safety Management Standard) and ISO45001:2015 (Environmental Management Systems) seeking a challenging career with a progressive organization, which will absorb my skills, & experience to contribute effectively towards the goals of the organization and uptrend in my career path.

## AREAS COVERED

Recruitment	Performance Management	Training and Development
Compensation/Payroll	Health Insurance/HR Budget	Establishment Licensing
Company policies & practices	RTA/Dubai Municipality	SEWA/DEWA/Dubai Land
HR Strategies/HR Systems	Visa/Work permits	Employment Law

## WORK PROFILE

Over 12 plus years handled Human Resource and Administration for a Group with a volume of 2200 employees working across seven sister concern companies in UAE where two companies were listed under freezone administration (JAFZA & DUBAI SOUTH) as well as handled Internal Auditor for ISO9001:2008/2015, ISO14001:2015 and ISO45001:2015 certifications.

## WORK EXPERIENCE

### AL HIJAZ MECHANICAL EQUIPMENT CO.LLC & EAGLE ELECTROMECHANICAL CO.LLC GROUP

**Human Resource Administrator (Jan 2020 to Present)**

**HR/Public Relation & ISO In-charge (2016 to 2020)**

**HR Executive (2012 to 2016)**

### KEY RESPONSIBILITIES (HR ADMINISTRATOR)

- Managing staffing process, which includes recruiting, interviewing, hiring and onboarding.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions based on market research.
- Ensures legal compliance by monitoring and implementing applicable human resource UAE rules requirements; conducting investigations; maintaining records; representing the organization at legal hearings.
- Preparing reports on the number of closures, internal movements, and offer decline numbers to

ensure the flow of work to reach the aspire rates. Preparing weekly, monthly and quarterly headcount and hiring report.

- Coordinating with various manpower consultants to procure resources for its operations across India, Saudi, Qatar, Pakistan & Bangladesh.
- Maintaining HR systems software process.
- Finalizing reports of work permits, visa, medical insurance, licensing, SEWA, FEWA, Dubai Municipality and Real Estate.
- Oversee payroll and follow pay schedule monthly.
- Drafting correspondence and letters (NOC, Legal, RTA).
- Finalizing external vendors and supplier's local purchase.

### ISO QUALITY MANAGEMENT SYSTEMS AUDITOR

- Establishing company's quality procedures, standards and specifications with standard codes by conducting internal audits and implementing corrective actions
- Working with purchasing staff to establish quality requirements from external suppliers through vendor evaluation and setting standards for quality as well as for health and safety.
- Setting up and maintaining controls and documentation procedures throughout the organization.
- Monitoring departments performance by gathering relevant data and producing statistical reports.
- Conducting Management review meetings and obtaining data for analysis to determine solutions or alternate methods of process for GAP analysis

### PROFESSIONAL & ACADEMIC QUALIFICATIONS

**Bachelors in Business Administration**

**Diploma in Textile Management**

**Pursuing CHRP, CHRM & MBA**

### TRAINING

- Training attended in Vincotte for ISO9001:2015 Quality Management Systems and Internal Auditor Training. Registration No: 11/13/IQA/0137
- One day training attended for HR Summit workshop conducted by UAE Exchange.

UAE Driving License

Indian

18/12/1984 (DOB)

English & Tamil (*read-write-speak*) Malayalam & Hindi (*speak*)

References upon request