

SUJITH SUNDHER

Company Formation and Visa Specialist/PRO

Dubai

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Admin/HR and PR professional with more than 5 years' experience in planning, developing, implementing and evaluating personnel and labor relations strategies including policies, programs and procedures to address organization's human resource requirements. Proven track record of effectively managing Human Resources directives within Education and Manpower Environment and currently handling strength of 3500 employees and leading a team of executives.

#readytowork

Willing to relocate: Anywhere

WORK EXPERIENCE

Company Formation & Visa Specialist

Anjarwalla Collins & Haidermota Legal Consultants - Dubai

January 2017 to Present

- Trade Licence processing of new companies in Dubai Economic department and various Free Zones like JAFZA, DMCC, Sharjha Airport International Freezone, Ajman Free Zone, Rak Free Zone etc.
- Validation of MOA in Dubai courts
- Processing establishment card and labor computer card for newly formed companies
- Various labour department tasks like Offer letter typing, work permit and entry permit issuance, labour card payments and bank guarantee, labour contract typing and submission for renewal and new visas
- Processing investor visa and partner visas in immigration
- Visa processing in all free zones
- Processing Dubai chamber of commerce membership for companies
- Arrange visa (work permit, husband sponsored visa, visit visa etc) for expats and their families.
- Schedule staff's visas, medical, co-coordinating with other internal and external departments
- Responding to all staff queries on visa/labor and passport related matters.
- Ensure all visas, medical and labor permits are up to date and arrange timely renewal.
- Assist in all general inquiries concerning labor and immigration matters
- Providing admin services if required

Public Relation Officer (PRO)

unique business solutions - Dubai

January 2014 to October 2016

- Processing various trade licenses of new companies in Dubai economic department.
- Validation of MOA in Dubai courts
- Processing establishment card and labor computer card for newly formed companies.

- ☐☐☐☐ Processing investors visa and partners visa in Emigration department.
- ☐☐☐☐ Various labor department tasks like laboring card submission, laboring cancellation.
- ☐☐☐☐ Processing Dubai chamber of commerce membership for companies
- ☐☐☐☐ Arrange visa(work permit, husband sponsored visa, visit visa etc) for expats and their families
- ☐☐☐☐ Schedule staff's visas, medical, co-coordinating with other internal and external departments
- ☐☐☐☐ Collect all appropriate documentation necessary for visa and permits required to be processed.
- ☐☐☐☐ Organize visas for holidays and business related travel for managers as required.
- ☐☐☐☐ Responding to all staff queries on visa/labor and passport related matters.
- ☐☐☐☐ Ensure all visas, medical and labor permits are up to date and arrange timely renewal.
- ☐☐☐☐ Assist in all general inquiries concerning labor and immigration matters
- ☐☐☐☐ Providing admin services if required

Sales Tasks

- ☐☐☐☐ Identifying potential markets
- ☐☐☐☐ Oversee New product introductions
- ☐☐☐☐ Develop pricing strategies
- ☐☐☐☐ Developing annual marketing plan
- ☐☐☐☐ Oversees all advertising and promotional staff and activities
- ☐☐☐☐ Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities.
- ☐☐☐☐ Negotiation with clients in order to close a deal
- ☐☐☐☐ Validates and verifies all documentation submitted by the customers, prior to processing a
- ☐☐☐☐ Sale to ensure compliance with the policy at all times.
- ☐☐☐☐ Meeting clients and agents inside and outside the sales office

Qatar as Asst. Manager-Hr

WLL - Doha

September 2012 to December 2013

Qatar's leading contracting company having more than 3500 employees with annual turnover of 10000cr

Areas of Exposure:

Recruitment, Resourcing & Development; Organizing and managing mass recruitment camps for all kind of blue collared and white collared job profiles the complete recruitment life- cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

Compensation & Benefits: Working out various remuneration policies, including pay packages for newly hired employees and executing the same. Maintaining attendance records, leave, leave encashment, LTC and payroll preparation as well as personnel files and records.

Performance Appraisal: Formulating and implementing increment, incentive and other remuneration policies.

Training and Development: Identifying training needs & ensuring measurability & effectiveness across the organization.

Strategy planning: Devising and effectuating personnel policies and procedures as per the legal requirements. Fulfilling of statutory obligation of various social legislations.

Other Functions:

- Managing the inward and outward travelling of the employees
- Air ticketing
- Arranging the accommodation facilities for employees and staffs which includes assigning rooms, providing house hold articles and maintaining register for that.
- Co-ordination of staff vehicles and assigning duties for drivers on a regular basis

- Following up insurance claims in case of site accidents.
 - Managing the procurement of personal protective devices and tools essential for the workers in the sites.
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Guru Educational Society

Aleppey

May 2010 to May 2012

India as Asst Admin Manager

Major Roles

Responsible for all activities of facilities and operations related function to ensure smooth and proper functioning of facility. Implementation and defining of policies and procedures for Administration and Facilities. Liaising with higher government officials and other higher authorities, education department, local police station, and various educational institutions. Devising and effectuating various marketing strategies and procedures.

Gurgaon, India as Emergency Department Nurse

Paras Hospitals

December 2008 to January 2010

Duties & Responsibilities

1. Endorsement 3.Ward Policies 5. House Keeping & Maintenance
2. Patient Care 4. Proper Documentation

EDUCATION

Pursuing PhD(Part Time) in Social sciences

Bits pilani dubai campus - Dubai

Present

MSW

St Gregorios College of Social sciences (MG University)

2012

PGDHRM

Annamalai University

2012

BSc

R R Institute Of Nursing

2008

CERTIFICATIONS AND LICENSES

Pgdca

January 2011 to Present

Pg diploma in computer application

Life member in kerala and karnataka nursing council

April 2008 to Present

Life membership in kerala and karnataka nursing council

ADDITIONAL INFORMATION

Core Competencies:

- Broad working and functional knowledge of human resources
- * Excellent management skills
- * Adept problem solving and conflict resolution skills
- * Sound consulting skills and decision making skills
- * Efficient financial and analytical skills
- * Superior communication(oral and written)
- * Strong interpersonal and organizational skills
- * Ability to work with relational databases, spreadsheets, presentation, email, internet research sources, and word processing software.

IT Skills: Ms Word, Ms excel, Ms PowerPoint, and other windows based application.

Academic Project: Researched and recommended problems and solutions of internet overuse among adolescence.