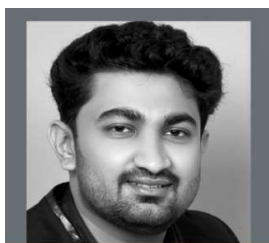


MOHAMMED HARIS

HR and Admin



Proven HR and Admin professional with over **12 years of experience** in Business Operations utilizing HR & Administration Skills with expertise in **HR management, Accounting and Administration**. I have strong interpersonal communication and leadership skills.

RELEVANT SKILLS

Operations Management

HR Management

Administration

Financial Accounting

Payroll Management

Customer Service

Strategy

Interpersonal

Recruitment

MS office

Tally

HRMS

Analytical

Problem Solving

Communication

WORK EXPERIENCE

[12+ years]

Admin Officer

Helix Enterprises

Calicut, India

06/2023 – 12/2023

- Formulated and successfully implement the firm's **policy** and strategies
- Developed a **strategic operating plan** that reflects the firm's short-term and long-term objectives
- Build and maintained an **effective executive team**
- **Control financial systems** and monitor the operational & financial results against plan and budget
- **Maintained the operational performance** of the enterprise and managed employees to solve financial problems
- **Represented the enterprise** to meet major clients and professional associates

- Responded to **employees' inquiries** regarding vacation and other benefits
- **Renewing Company vehicles** and maintaining vehicle documents
- Arrange **employee vacation, ticketing and salary clearance**
- **Scheduled vacation** and air tickets for employees
- Prepare **job offer letters, warning letters, and ID cards** for employees
- Coordinated **new employee's placements** and their accommodation
- Maintaining more than **100 DEWA and SALIK accounts** of company

HR and Admin Executive

Pasons Group of Companies

Dubai, UAE

05/2019 – 04/2023

- Maintained physical and digital **personnel records of employees**
- Assisted HR Manager with **Projects and duties** as requested
- Prepared **recruitment lists and job postings**, scheduled applicants and checked references
- **Updated internal databases** with new hire information and managed employee data using **HRMS Software**
- Created and distributed **guidelines and FAQ documents** about company policies

Accounts Officer

Haneen West Trading

Dammam, Saudi Arabia

05/2016 – 01/2019

- Prepared and maintained **Payroll and invoices**
- Filed for **Bank Reconciliation and Tax returns**
- **Documented financial transactions** and maintained account information
- **Recommended the best financial plan** by analyzing accounting options
- **Summarized current financial status** by collecting information and preparing balance sheets

Administrative Officer

Saudi Rama Urban Development

Al-Khobar, Saudi Arabia

11/2014 - 03/ 2016

- **Scheduled appointments** and meetings for executives and upper-level staff
- Designed and implemented a **new filing system**
- **Managed supply orders** in the inventory and approved them as required
- Organized the office's operations and procedures by undertaking several **administrative tasks**
- **Assigned certain employees** to undertake certain operations as per required
- Assisted in the **preparation of department budgets** and expenses
- **Summarized the current financial** status by collecting information and preparing balance sheets, profit and loss statements, and other reports
- **Maintained accounting controls** by preparing and recommending policies and procedures
- **Guided accounting clerical staffs** by coordinating activities and answering their questions
- **Secured financial information** by creating database backup
- **Prepared payments** by verifying documentation and requesting disbursements
- **Prepared special financial reports** by collecting, analyzing, and summarizing account information and trends

Accountant

Popular Vehicles and Services Ltd

Calicut, India

06/2011 – 08/2014

- Maintained financial records and ensured **proper recording of operations** required for the financial workflow
- **Performed audit assignments**, prepared monthly financial statements, and maintained confidential financial documents and records

MANAGEMENT SKILLS

- Operations Management
- HR Management
- Inventory management and reporting
- Financial management and analysis
- Project management and Budgeting
- Team management and supervision
- Financial software proficiency
- Customer service management
- Communication and negotiation
- Scheduling and workflow control
- Recruiting and Hiring
- Data entry and record keeping

SOFT SKILLS

- Strong leadership and management skills
- Excellent communication and interpersonal abilities
- Strong problem-solving and decision-making skills
- Ability to adapt to a fast-paced and dynamic work environment
- Strong analytical and strategic thinking skills

COMMUNICATION SKILLS

- English — Fluent
- Arabic — Proficient
- Hindi — Proficient
- Tamil — Basic
- Malayalam — Native

EDUCATION

MBA IN HRM AND OPERATIONS

National Institute of Business Management

Bharathiar University

2013

BACHELOR OF COMMERCE

Calicut University

2011