



PREM KUMAR P

MANAGER - ADMINISTRATION/HR



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

- +971 554972656
- +91 7510882284
- ppremkumar78@gmail.com
- Dubai, UAE

KEY SKILLS

Team Work

Analytical Skills

Strategic Planning

Recruitment & Talent Acquisition

Payroll Management

Interpersonal Ability

Conflict Resolution

Problem-Solving Skills

Time Management

CERTIFICATION COURSE

- DOEACC CCC from DGR, MOD
- PGDCA (Post Graduate Diploma in Computer Applications)
- Assistant Security Officer Course
- Fire Prevention and Fire Fighting Course
- Personnel Safety and Social Responsibilities Course
- Personnel Survival Techniques Course
- Elementary First Aid Course
- Certified First Aider
- English Language Course, DGR MOD

PROFESSIONAL SUMMARY

Results-driven Manager - Administration/HR professional with 1 year of expertise in human resources & administration, complemented by 17 years of service in the Indian Army. Proven track record in enhancing operational efficiency, managing recruitment, and fostering employee engagement. Skilled in HR policy development, performance management, and regulatory compliance. Recognized for strong communication and leadership skills, committed to cultivating a positive workplace culture. Eager to apply the administrative expertise and military discipline to benefit a forward-thinking organization.

EDUCATION

BA – POLITICAL SCIENCE | Course Completed

- Kerala University
- St. Gregorious College, Kottarakara, Kerala, India

PRE DEGREE – SCIENCE

- Kerala University, India
- St. Gregorious College, Kottarakara, Kerala, India

SSLC

- Holy Angels English Medium Higher Secondary School, Kerala, India

WORK EXPERIENCE

ADMIN - CAMP | Jun 2024 – Present AZIZI DEVELOPMENTS LLC, DUBAI, UAE

- Oversee daily camp operations, ensuring smooth functioning and compliance with company policies and local regulations.
- Manage accommodation, facilities, and welfare services for staff, maintaining a safe and organized living environment.
- Coordinate with various departments to address camp maintenance, repairs, and logistical needs.
- Monitor inventory, supplies, and procurement processes to ensure timely availability of resources.
- Maintain accurate records of employee attendance, camp occupancy, and essential services.
- Enforce safety protocols and health regulations to ensure the well-being of all camp residents.

MANAGER ADMIN/HR | May 2023 – Jun 2024 AARBEE STRUCTURES PVT. LTD., - INFO PARK, KOCHI, KERALA, INDIA

- Oversaw the entire recruitment process, including sourcing, interviewing, and onboarding new hires.
- Created and implemented HR policies to ensure compliance and improve organizational efficiency.
- Addressed employee grievances and fostered a positive, collaborative work environment.
- Organized and facilitated training programs to enhance employee skills and support career development.
- Administered performance evaluations and managed appraisal systems to track employee progress.

AREA OF EXPERTISE

- Administrative Management
- Human Resources Management
- Security Management
- Training and Development
- Clerical and IT Skills
- Crisis Management
- Project Management

CDC DETAILS

CDC No : CDC128886
Date of Issue : 13/07/2021
Date of Expiry : 13/07/2026
Authority Issue: St Kitts and Nevis

PASSPORT DETAILS

Passport No : N 7480623
Date of Issue : 04/03/2016
Date of Expiry : 03/03/2026
Place of Issue : Trivandrum

LANGUAGES

English [Read, Write, Speak]
Hindi [Read, Write, Speak]
Malayalam [Read, Write, Speak]
Tamil [Read, Write, Speak]

INTEREST

Music Travelling Reading

REFERENCE

- Available upon request

- Handled payroll processes, managed employee benefits, and oversaw compensation structures.
- Managed day-to-day office operations, including vendor relationships and resource allocation.
- Ensured compliance with labor laws, workplace regulations, and health and safety standards.
- Led initiatives to boost employee satisfaction, retention, and promoted team-building activities.

TEAM LEADER, MARINE SECURITY OFFICER | 19 Apr 2017 – Jan 2023 (7 Years)
MERCHANT NAVY - MNG MARITIME, LONDON

- Led teams for security operations on various vessels, ensuring the safety and protection of crew members and cargo against potential threats.
- Conducted thorough risk assessments and implemented security protocols to mitigate risks in compliance with international maritime regulations.
- Provided training to crew on safety protocols, emergency procedures, and security measures.
- Monitored and reported suspicious activities, ensuring timely communication with maritime authorities and management.
- Maintained accurate documentation related to security incidents and implemented corrective actions as needed.
- Actively participated in drills and exercises to enhance crew preparedness for emergencies.

CAMP BOSS | 16 Jun 2016 – 15 Dec 2016 (6 Months)
DOHA, QATAR

- Managed a camp accommodating over 1400 manual laborers and 130 office staff, ensuring proper allocation of rooms and facilities.
- Monitored discipline and controlled unauthorized absences among camp inhabitants.
- Coordinated and supervised staff and worker arrivals/departures and maintained documentation related to camp operations.

INDIAN ARMY | 12 Aug 1998 – 30 Sept 2015 (17 Years)
MADRAS REGIMENTAL CENTRE (MRC), INFANTRY

- Served in various administrative roles, managing records, personnel management, and logistics.
- Ensured efficient management of food, accommodation, clothing, and controlled stores.
- Performed clerical duties as a Computer Operator, handling data entry and document management for 14 years.
- Conducted training sessions for junior officials on administrative procedures and operational protocols.
- Developed and implemented security measures to safeguard property and personnel.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 29/03/1978
Marital Status : Married
Nationality : Indian
Permanent Address : Sreenandanam
Puthusserybhagom Vayala – PO Via –
Parakode, Pathanamthitta, Kerala, India
Pin: 691554

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

PREM KUMAR P

