



Mahesh Das

HUMAN RESOURCE
GENERALIST &
ADMINISTRATOR (CHRP)

Details

Dubai, United Arab Emirates
+971501577887
maheshdas.hr@gmail.com
Nationality: Pakistan

DATE OF BIRTH

18-Apr-1997

DRIVING LICENSE

Issued in UAE

Links

[Linked In](#)

Skills

Shopify (E-Commerce)

Wix (Website Building)

JAFZA - Dubai Trade
(Administration & Customs
Portal)

FTA VAT Portal

DMCC Portal

Adobe Photoshop

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Employee Relations

License Processing

Analytical Skills

Interpersonal and
Communication

Profile

Certified Human Resources Professional with progressive five+ (5+) years of experience managing employee benefits & compliance, employee hiring & on-boarding, visa process, performance management processes, company licensing, payroll, WPS, Insurance, HR records and PRO. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. As well as hands-on experience in the logistics and accounts departments.

Objective

Assuring a responsible position in the Human Resources & Administration Department by leveraging my experience in end-to-end recruitment and sourcing, visa processing, labour law, performance management, payroll, WPS, Insurance, and employee engagement framework, in addition to interpersonal skills and a capability to work across multiple stakeholders in order to facilitate the growth of the organization.

Education

BBA: Business Management, Jaipur National University, Dubai, UAE
DECEMBER 2017 — NOVEMBER 2020

Bachelor of Preparatory Programme: Business Management, Albedo School of Business Management and Studies, Dubai, UAE
SEPTEMBER 2015 — MARCH 2016

High School: Science, Grammar School, Dubai, UAE
SEPTEMBER 2009 — JULY 2015

Certification

Certified Human Resources Professional (CHRP), London, UK
JUNE 2023

Year Awarded: 2023

Issuing Body: Continuing Professional Development (CPD) • United Kingdom

Certified Human Resources Professional (CHRP), Dubai, UAE
JUNE 2023

Year Awarded: 2023

Issuing Body: Knowledge and Human Development Authority (KHDA) • United Arab Emirates

Employment History

Human Resource Generalist & Administrator at VANOL FZE (Oil) Al Alvan DMCC Group, JAFZA, Dubai, UAE
DECEMBER 2020 — PRESENT

- Talent acquisition, recruitment processes, and training.
- PRO Duties, Processing Employment Visa, On-boarding, and Off-boarding, including Visa Applications of other countries listed in VFS Global.
- Processing Professional license services in DED, JAFZA, DMCC, and UAQFZ.
- Ensure compliance with UAE labour regulations.
- Monitoring spending and budgets.
- Payroll & WPS Management.
- Implementation of Insurances such as Health, Vehicle, Property All Risk, Third Party Liability, and Workmen Compensation.
- Maintaining physical and digital files for employees and their documents, benefits, and attendance records.
- Creating employee engagement plans, getting necessary budget approval,

Performance Management

Teamwork and Collaboration

Attention to Detail

Worker's Compensation

Project Management

Accounts

Logistics

Time Management

Leadership

Hobbies

- Tennis
- Swimming
- Cricket
- Gaming

Languages

English

Hindi

Gujrati

and initiating activities.

- Evaluating employee performance.
- Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances.
- Development and implementation of human resource policies.
- Accounts petty cash flow and Bookkeeping.
- Basic VAT and FTA portal hands-on experience.
- Hands-on Logistics workflow experience with custom portals knowledge.

Human Resource Generalist & Administrator at BARON CONTRACTING LLC (Construction) *Al Alvan DMCC Group, Dubai, UAE*

JULY 2018 — DECEMBER 2020

- Development and implementation of human resource policies.
- Processing Employment Visa, On-boarding, and Off-boarding.
- Talent acquisition, recruitment processes, and training.
- Ensure compliance with labour regulations.
- Relation Management with Employees.
- Processes maintain and regularly review employment contracts.
- Assisting the General Manager in organizing, planning, and implementing the strategy.
- Assisting the Operations Manager with development leads and market research for the products.
- Implementation of Insurances such as Health, Vehicle, Property All Risk, Third Party Liability, and Workmen Compensation.
- Payroll & WPS Management.
- Follow up on employees' attendance, permissions, and vacations, and prepare monthly reports about it.
- Clearance for importing & exporting of products.
- Creation of systems for important and confidential company documents.
- Develop and update administrative systems to make them more efficient.
- Accounts petty cash flow and Bookkeeping.
- Basic VAT and FTA portal hands-on experience.
- Hands-on Logistics workflow experience with custom portals knowledge.

Sales & Marketing Executive at ACME MARKETING | MANAGEMENT (Financial Solutions), *Dubai, UAE*

FEBRUARY 2017 — JUNE 2017

- Sales and marketing for various products such as Insurance, Online trading, etc.
- Communicate with clients and evaluate their needs and specifications.
- Trained and developed new sales team associates in products, selling techniques, and company procedures.

Event Supervisor at DUBAI DUTY-FREE (Events), *Dubai, UAE*

NOVEMBER 2012 — FEBRUARY 2014

- Managing 120 Ball kids.
- Ensuring that subordinate supervisors have or acquire knowledge of the Occupational Health and Safety Act and regulations.

Extra-curricular activities

Tennis Coach at Freelancer, *Dubai, UAE*

References

References are available upon request.

Certificate

**THE CPD CERTIFICATION
SERVICE CERTIFIES THAT**

Maresh Das

the above named has participated
in the following CPD activity

Certified Human Resource Professional (CHRP)

Date of CPD Activity: 9 June 2023

No. CPD Hours / Points: 24

Certificate Reference: A007505



CPD Provider Organisation
Learners Point Academy

The Coach House, Ealing Green, London W5 5ER

Tel: 02 8840 4383, Fax: 020 8579 3991

Email: info@cpduk.co.uk | www.cpduk.co.uk

INSTITUTE NAME

Learners Point Academy

اسم المعهد

أكاديمية ليرنيرس بوينت



PERMIT NUMBER

60984

رقم التصريح

60984



TRAINING CERTIFICATE



Mahesh Das
has completed the training course
Certified Human Resource Professional (CHRP)

NUMBER OF HOURS

24

DATE

From Apr 2 2023 To Jun 9 2023

INSTITUTE SIGNATURE/STAMP

Paul M. K. H.

دبي
Knowledge المعرفة

KHDA QR ATTESTATION

By virtue of Law No. (30) of 2006 establishing the Knowledge and Human Development Authority in Dubai, the Authority certifies the training institute name and the course name without having liability on other contents.

Fees: AED 50
Knowledge Dirham: AED 10
Innovation Dirham: AED 10



بموجب القانون (30) لسنة 2006 بإنشاء هيئة المعرفة والتنمية البشرية في دبي، تصادق الهيئة على اسم المعهد واسم الدورة دون تحمل المسؤولية عن المحتويات الأخرى.

رسوم التصديق: 50 درهم
درهم المعرفة: 10 درهم
درهم الابتكار: 10 درهم

This is a non-credit bearing training course. It is not a vocational or academic qualification, or higher education degree.