



SREENATH B NAIR

HR ADMINISTRATOR



+971 54 421 2993



Al Qusais,
Dubai, UAE



sreenathbnair@icloud.com

PERSONAL PROFILE

Nationality - Indian

Date Of Birth - 25/09/1983

Visa - Visit

Holds UAE LMV driving license

SKILLS

- Office & HR management
- Supervising clerical personnel
- Leave & Itinery management
- External communications
- Coordinating various activities
- Sensitive material handling
- Office supply management
- Dedicated team player

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

PROFESSIONAL PROFILE

Accomplished Human Resources Administrator with 15 years (Middle East & Home country) of experience in benefits administration, employee relations and corporate policy development. Seeking a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills.

WORK HISTORY - MIDDLE EAST

HR Administrator

GS ENGINEERING & CONSTRUCTION, Mina Al Ahmadi, Kuwait
December 2016 - May 2020

- Planned, organized and managed recruitment and selection processes.
- Issued itineraries for onboarding and off boarding of employees & vendors.
- Issued contracts, performed pre-employment checks and amended current contracts.
- Arranged accommodation, food, transportation for employees & visitors.
- Arranged HSE inductions & other required trainings for employees working at site.
- Advised top management on appropriate employee corrective actions.
- Worked with department heads to determine requirements for procurement activities.
- Arranged supplies, documents & space for meetings.
- Organized company-wide team-building events to boost employee morale.

HR Co-Ordinator

SK ENGINEERING & CONSTRUCTION, Abu Dhabi, UAE
June 2010 - May 2014

- Built positive relationships with recruiters to source external job candidates.
- Assisted in applying work permit, visas, medical insurance for employees.
- Arranged appointments for employees medical test and Emirates ID.
- Applying CHIA gate pass for site working employees and visitors.
- Planned travel itineraries, accommodation for employees and managerial staff.
- Maintained and updated employees files and records.
- Assisted payroll team by arranging time sheets and overtime, absentee records.
- Purchased office supplies according to low quote given from suppliers.

EDUCATION

- Master of Business Administration
HR & Office Management
- Post Graduate Diploma
Computer Hardware & Networking
- Bachelor of Science
Software Systems
- Kerala Board of Public Exams
Higher Secondary
- Council for ISC Examinations
ICSE

INTERESTS

- Travelling
- Explore unseen places
- Sports
- Reading

REFERENCES

- Can be provided upon request

Administrative Assistant
MARAEEM MANPOWER CONSULTANTS, Manama, Bahrain
March 2007 - July 2009

- Assisted HR team with general administration and paperwork to maintain optimal processing times.
- Supported business continuity by updating and maintaining HR database with accurate employee data.
- Coordinated onboarding procedures for seamless hiring operations.
- Planned transport solutions for local and international clients.
- Kept all company logs and records updated, recording daily details of work performed.

WORK HISTORY - HOME COUNTRY

HR Administrator
MAHINDRA - MERIDIAN MOTO , Kerala, India
November 2020 - August 2023

HR Administrator
DINACHAKRA HOSPITAL, Kerala, India
July 2014 - October 2016

Office Administrator
AIRCEL CELLULAR LIMITED, Kerala, India
August 2009 - May 2010

Administrative Assistant
BHARAT SANCHAR NIGAM LIMITED (BSNL), Kerala, India
August 2005- February 2007