



Monica Bhargava
HR & Administration Officer
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Location: International City Dubai

Career Objective

Applying for the role of Human Resource Administrator wherein I can employ my exceptional communication & interpersonal skills along with sound knowledge of HR functions such as recruiting & training employees towards achieving organizational objectives & goals efficiently.

Work Experience

First Services General Trading and Contracting, Kuwait

Designation: **HR & Administration Officer**
From: Nov. 2018 to April 2022 (3 Years 6 Months)
Reporting to CEO



Goyal & Co. Hariyana Group, Bangalore, India

Designation: **Executive Secretary to CEO**
From: Feb 2016 to Sept 2018 (2 Years 7 Months)
Reporting to CEO



Sharjah Airport International Free Zone, U.A.E.

Designation: **HR Officer cum Public Relation Assistant**
From: Nov. 2014 to Dec 2015 (1 Year)
Reporting to CEO



T. Choithram & Sons, Dubai, U.A.E.

Designation: **Human Resource Assistant**
From: June 2011 to Nov 2014 (3 Years 5 Months)
Reporting to HR Manager



Rameshwaram Build Mat. Pvt. Ltd., India

Designation: **Human Resource Assistant cum Accounts Assistant**
From: April 2008 to March 2011 (3 Years)
Reporting to Chairman



Job Responsibilities / Nature of Work

HR Generalist Role

- Managing and handling Employee personnel files
- Handling all employee relations such as handling grievances, employee queries etc. Preparing attrition report to the management.
- Coordinating with Government Relation Department in line with Visa application, residency transfer and residency renewal.
- Keeping a track on all employee's residency expiry and renewal process. Preparing and following up employee's residence renewing
- Preparing salary certificate for all new employees to open a bank account.
- Following up Medical, Renewal Visa, Civil ID, Ministry Health Card and Salary Account for new staff
- Preparing employee contract in English and Arabic with the help of Government relations department.
- Preparing and how to design basic company official letters and documents cycle
- Following up annual appraisals

Payroll Activities

- Handling daily attendance. Preparing timesheets, checking and verifying with the concerned locations and departments on a daily basis.
- Processing monthly salaries
- Calculating leave salaries and end of service
- Making all HR forms
- Solving employee's problems and handling deductions
- Calculating and handling annual leave, indemnity, final settlement etc.
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Talent Acquisition Activities

- Sourcing CVs, Screening CVs, Shortlisting CVs
- Organizing interviews
- Conducting face to face interviews
- Dealing with recruitment agencies (overseas and local)
- Coordinating with Hiring Managers for arranging technical interviews.
- Following up shortlisted candidates and prepare job offers.
- Collecting all the relevant documents from the selected candidates to validate and prepare job offer. Reference check.
- Keep a track on all the recruitment process from the time of selection till the time of on-boarding.
- Preparing documentation in regards to residency transfer.
- Conducting induction for the new joiners and allocating them to the concerned departments.

CEO Assistant Responsibilities

- Diary management of CEO and Top Management.
- Setting up meetings with delegates and managing the calendar of the CEO
- Organizing meetings via Teams and Google meet.
- Co-ordinating and confirming various appointments for CEO
- Preparing travel itineraries and daily schedules & Co-ordinating, planning and confirming of travel and hotel reservations for CEO.
- Co-ordination, planning and preparation of the company meetings and various events.
- Responsible for maintaining and developing electronic and manual filing systems.
- Update and maintain office policies and procedures.
- Manage the entire sales cycle from finding a client to securing a deal.
- Maintain sales statement.
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation.
- Negotiate agreements & keep records of sales and data.
- Managing the account's budget and invoicing the clients.

- Co-ordinate the schedule of the meetings of CEO and COO
- Assist in arranging and facilitating meetings, training events, support groups
- Send and receive e-mails, faxes and mail on behalf of the organization in line with procedure
- To maintain strict confidentiality in relation to the work undertaken and ensure that all confidential material is stored according to policies and procedures
- Resume screening and conduct the interview.
- Dealing with recruitment agencies and posted new vacancies on job's website.
- Following up shortlisted candidates.
- Maintain company's accounts on Tally or Excel Sheet.
- Maintaining and filing all official files of individual clients.
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- Fill and prepare Visa Application Form for applying and cancelling visa of the candidates from SAIF Zone.
- Arrange the documents for family visa, audit report and liquidation letter.
- Conduct the interview and following up shortlisted candidates
- Controlling Employee personnel files
- Conduct the interview
- Dealing with recruitment agencies
- Following up shortlisted candidates
- Preparing and how to design basic company official letters and documents cycle
- Support all internal and external HR-related inquiries or requests.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Complete termination paperwork and exit interviews.
- Handling Tally Accounting Software for the company.
- Audit of company accounts on every month.
- Maintain interest calculation and depreciation in MS Excel for the records.
- Tracking all the Company's account records such as purchase register, sales register, cash register, depreciation, etc.

Educational Summary

MBA in Human Resource Management from Symbiosis College, Maharashtra, India in 2010

ICA Diploma in Computer Accountant, India in 2008

M.A. (Post Graduation) in English Literature from Sophia Girl's College, Rajasthan, India, in 2007

B.A. (Graduation) Bachelor's Degree from Sophia Girl's College, Rajasthan, India, in 2005

Visa & Passport Status

Passport No.: S5567830

Visa Status: On Visit Visa

Personal Details

Gender: Female

Nationality: Indian

Language Known: English, Hindi, Arabic & German

I hereby declare that the details provided above are true to the best of my knowledge & belief.

Monica Bhargava