



A.S.M ISTHIKAR

United Arab Emirates

- ✓ 4 years of experience in the field of HR Executive.
- ✓ 5 years of experience in Sales/Operations.

Mobile: 056-9794300
isthikarsamad@gmail.com

PERSONAL DETAILS

DOB: 26-12-1986
Nationality: Sri Lankan

Driving License:

- U.A.E.
- Sri Lanka

Languages Known:

- English
- Hindi
- Tamil
- Malayalam
- Sinhala

Familiar with:

- HR Activities
- Office Administration
- Visa typing
- Immigration
- Labour Dept.
- HR Support
- Admin Support
- GDRFA
- E-channel
- Tas-heel
- Basic accounts
- Operations
- Sales

PERSONAL SUMMARY

Possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.

WORK EXPERIENCE

HR Executive & visa typist.

01-07-2021 to till date

Rashid Al Jabri Group of companies, Dubai, U.A.E.

Duties & Responsibilities: -

- Performing as all round HR Coordinator Activities in the company.
- Knowledge of latest technology "ODOO" software.
- Handling 500+ employees.
- Prepare and maintain the new and renewal visa documents with the employee coordination for labour and immigration process to submit to the PRO.
- Visa typing in E-channel & MOHRE.
- Emirates ID & Medical Typing and Test Schedules arrangements.
- Coordinate with the departments for making and maintaining the attendance and the time sheets for the payroll salary processing.
- Making the required documents as per the HR policy (NOC, STL, SALARY CERTIFICATE, EXPERIENCE LETTER. etc.)
- Facing all the employee issues for a better solution by raising to the management.
- Ensuring the employees by on time response with good solution from the management as per the policy.
- Working with close coordination with management and departments teams regarding all employees HR requirements.
- Deal promptly and productively with general enquiries about HR functions.
- Account clearance with concerned departments and petty cash dealing.
- Preparing reports as per the management requirements.

HR & Operations Executive

01-03-2019 to 30-06-2021

Royal Smart Limousine LLC (sister company of RAJG), Dubai, UAE.

Duties & Responsibilities: -

- Performing as all round HR & Operations Executive Activities in the company.
- Passport Handling
- Preparing documents for Labour, Immigration for new & visa renewal
- Emirates ID & Medical Typing arrangement with the coordination of Amer center
- Schedules arrangements for the employee appointments
- Document preparing and handling for the employee request as per company policy.
- Ensure visa cancellation and final settlement is properly processed.
- Track of all employee's visa/passport renewal etc.
- Coordinate with PRO for the new visa and renewal of the new employee
- Obtain visas from other Embassies in UAE for staff members for their business travel
- Maintenance of the personnel employee documents.
- Make schedule for the operational staff.
- Maintenance attendance for the monthly payroll process.
- Solve operational issues and enquiries.
- Handling employee cash salaries with accounts.
- Support & coordinate with clients in billing part of accounts.
- Maintain operational employee productivity & performance.
- Handle employee facilities (transportation, accommodation).
- Account clearance with concerned departments and petty cash dealing.

Administrative Supervisor

01-04-2017 to 28-02-2019

Royal Smart Limousine LLC (sister company of RAJG), Dubai, UAE.

Duties & Responsibilities

- Supervising all round operations activities in the company.
- Passport Handling
- Schedule and arrange the staff as per operational needs.
- Handling employee cash salaries with accounts.
- Maintenance of the personnel employee documents.
- Make & maintenance attendance for the monthly payroll process.
- Handle employee facilities (transportation, accommodation).
- Billing support.
- Handle the operational issues.
- Account clearance with concerned departments and petty cash dealing.

Sales Supervisor
Royal Smart Limousine LLC (sister company of RAJG), Dubai, UAE.

01-02-2016 to 31-03-2017

Duties & Responsibilities

- Supervising all sales activities in the company
- Coordinate with clients for smooth operations.
- Billing support to the accounts.
- Manage attendance for monthly payroll.
- Handle sales team for better productivity.
- Solve the issues from the client.
- Handle employee facilities (transportation, accommodation).
- Prepare report for the management.
- Account clearance with concerned departments and petty cash dealing.
- Invoice delivery to the clients.

Transport coordinator
Royal Smart Limousine LLC (sister company of RAJG), Dubai, UAE.

29-12-2014 to 31-01-2016

Duties & Responsibilities

- Working indoor & outdoor fields.
- Booking the services in the web booker.
- Coordinate with client for transport services.
- Assign the trips to the drivers.
- Tracking the services.
- Fleet quality checking.
- Handle general enquiries.
- Handle complaints and solving with management coordination.
- Convince the customer to provide the services in walking locations.
- Issue receipt for transport services.
- Manage losses & founds.
- Schedule staff for good teamwork.

Cashier
Hotel Lanka LLC, Wariyapola, Sri Lanka.

10-05-2012 to 24-11-2014

Duties & Responsibilities

- Manage overall sales & purchasing.
- Issue & receive cheque deals.
- Handle cheque clearance with bank.
- Manage monthly payments.
- Cash & cheque deal with clients.
- Profit report daily.
- Salary payments.

**Overall management controller
Jemna Farm Shop LLC, Kegalle, Sri Lanka.**

20-06-2009 to 16-02-2012

Duties & Responsibilities

- Mange overall business.
- Maintain a good relationship with clients.
- Cash & cheque deal with clients.
- Cheque and cash account maintenance.
- Handle purchasing & selling.
- Manage utility service payments.
- Maintain salary payments.
- Daily & Monthly profit report.
- Quality checking for purchasing product.

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative, and analytical skills
- Ability to produce consistently accurate work even whilst under pressure.
- Excellence communication skills and organizational skills.
- Strong desire to learn and develop skills and knowledge.
- The ability to handle challenging situations and achieve goals.
- Demonstrated ability to work with a team.
- Willing to transfer to other branches if required.

ACCADEMIC QUALIFICATIONS

- **GCE (Ordinary Level)** - Ministry of Higher Education in Sri Lanka **2003**
- **GCE (Advanced Level)** - Ministry of Higher Education in Sri Lanka **2004**
- **Diploma in computer studies** - The Golden Key IT in Sri Lanka **2004**
- **EMSC – Strategic Management** – Final stage (presence)
- **MBA** – Middle stage (presence)

REFERENCE

Excellent personal and professional references will be provided up on request....