

AYMAN NOORMOHAMMED UPADHYE

Cell No. :- +971-566633076
Email :- ayman.u7@gmail.com
Location :- Dubai



Professional Summary

Experienced HR Coordinator with a strong background in different industries. Proven ability to effectively manage and coordinate recruitment, onboarding, and personnel administration processes. Skilled in maintaining compliance with labor laws and regulations while fostering positive employee relations. A detail-oriented and organized professional committed to optimizing workforce efficiency and supporting business objectives.

Core Competencies

1. Recruitment and Staffing
2. Onboarding and Orientation
3. Payroll and Benefits Administration
4. HRIS (EmiratesHR, HRworks, SAP, ERP)
5. Employee Relations and Compliance
6. Data Management and Reporting
7. Performance Management
8. Health, Safety, and Welfare
9. Communication and Interpersonal Skills

Driving License

UAE Valid Driving License

Language

English
Hindi

Education

MBA inHR	2018 –2019
Swami Vivekananda Subharti University – India	
BachelorofScience	2008 -2010
Vinayaka Missions Research University – India	

Technical Skills

Microsoft Excel:

Proficient in logical functions (IF, AND, OR), VLOOKUP, Pivot Tables, database management, conditional formatting, data validation, filtering and shortcuts.

Senior HR Operation & Payroll Executive

July 2023 – Feb 2025

Metropolitan Premium Properties LLC – Dubai

(Real Estate - Property Management)

Key Responsibilities:

1. **Payroll Management:**

- Processed monthly payroll for all employees accurately and within stipulated timelines.
- Calculated and verified overtime, bonuses, allowances, and deductions in compliance with company policies.

2. **HRIS Updates:**

- Regularly updated employee information in payroll software (EmiratesHR & HRworks), including personnel details, salary adjustments, and designation changes.

3. **Compliance and Reporting:**

- Ensured payroll compliance with UAE labor laws and taxation regulations.
- Prepared and submitted mandatory reports to government authorities, including WPS (Wage Protection System) submissions.

4. **Employee Records:**

- Maintained accurate and up-to-date employee records in the payroll system, including any changes in salary, position, or personal information.

5. **Employee Communication:**

- Addressed payroll-related queries from employees and resolved discrepancies promptly and professionally.

6. **Coordination and Collaboration:**

- Partnered with HR and Finance departments to ensure seamless data flow and alignment in payroll operations.

7. **Documentation and Reporting:**

- Prepared payroll-related documents, such as salary certificates, transfer letters, and other necessary paperwork.
- Generated detailed payroll reports for management review to support informed decision-making.

8. **Auditing and Accuracy:**

- Conducted periodic payroll audits to identify and rectify errors, ensuring data integrity and compliance.

9. **Benefits Administration:**

- Administered employee benefits, including health insurance enrollments, leave balance tracking, and gratuity calculations.

10. **Process Optimization:**

- Leveraged payroll systems (EmiratesHR & HRworks) to enhance operational efficiency and ensure payroll accuracy.

TXM Solutions – Dubai

(Construction Industry)

Key Responsibilities:

1. HRIS Management:

- Maintained and updated records in HR systems (ZOHO & EmiratesHR), ensuring accuracy and confidentiality during contract changes, salary reviews, and other personnel updates.

2. Filing and Documentation:

- Organized and managed both physical and digital records, ensuring streamlined retrieval and compliance with company policies.

3. Service Agreements:

- Created service agreements on HRIS software (ZOHO & EmiratesHR), ensuring alignment with organizational standards and requirements.

4. Employee Coordination:

- Monitored monthly employee trackers and coordinated discussions on salary issues, overtime management, insurance updates, and preparation of salary transfer letters and certificates.

5. Accounts Coordination:

- Partnered with the Accounts Department to facilitate client invoicing, purchase order processing, and payment follow-ups.

6. Payroll Compliance:

- Ensured adherence to payroll policies and procedures while complying with applicable labor laws and regulations.

7. Contract Negotiation and Client Management:

- Negotiated contracts, managed client accounts, and maintained positive relationships with clients to ensure business continuity and satisfaction.

8. Customer Support:

- Provided high-quality customer service by addressing and resolving issues or complaints in a professional and timely manner.

9. Cross-Department Collaboration:

- Participated in meetings with clients and internal departments to assess client needs and project progress, ensuring alignment with organizational objectives.

10. Talent Acquisition & Onboarding:

- Demonstrated expertise in full-cycle recruitment, employee onboarding, and implementation of HR best practices to enhance workforce efficiency.

Project Experience:

Project Name: CAFU Petroleum, Alemco, and other leading industry clients.

Al Shoumoukh Group – Abu Dhabi

(Oil & Gas Industry)

Key Responsibilities:

1. **Attendance Management:**
 - Maintained accurate records of workers' daily attendance, ensuring timely updates and compliance with company policies.
2. **Service Agreement Preparation:**
 - Drafted and managed service agreements using ERP and SAP software, ensuring alignment with operational and contractual requirements.
3. **Timesheet Management:**
 - Regularly updated and maintained monthly timesheet records to support payroll processing and productivity tracking.
4. **PPE Management:**
 - Oversaw the sourcing, distribution, and usage of PPE and safety gear for employees, ensuring availability and compliance with safety standards.
 - Prepared and uploaded PPE documentation, including purchase requisitions, purchase orders, tax invoices, and delivery records, on ERP systems.
5. **Administrative Discipline:**
 - Managed administrative matters related to employee discipline at accommodations and work locations, such as labor camp agreements and gate-pass records.
6. **Employee Mobilization & Demobilization:**
 - Coordinated the mobilization and demobilization processes for employees, ensuring seamless transitions and proper documentation.
7. **Document Management:**
 - Maintained organized physical and digital filing systems for easy retrieval of employee and operational records.
8. **HR Coordination:**
 - Collaborated with the HR team to manage employee trackers, address salary discussions, process salary transfer letters and certificates, and update insurance and overtime records.
9. **PRO Coordination:**
 - Worked with the PRO to handle visa processing, CICPA pass issuance, OPTIMA card applications, and compliance with labor camp regulations (Zonescorp).
10. **Accounts Liaison:**
 - Partnered with the Accounts Department to process client invoicing, purchase orders, payments, and petty cash requests.
11. **Labor Camp Oversight:**
 - Conducted regular inspections of labor camps to identify issues and report findings for resolution, ensuring a safe and compliant environment for employees.

Project Experience:

- **Project Name:** ADNOC Bilfinger
 - Supported HR operations for the ADNOC Bilfinger project, ensuring compliance with project-specific requirements and workforce management standards.

International Golden Group– Abu Dhabi

(Construction Industry)

Key Responsibilities:

1. Recruitment and Selection:

- Partner with relevant agencies to identify and recruit suitable candidates for designated business units.
- Ensure all new hires receive and complete the necessary pre-employment documentation.

2. Employee Onboarding and Data Management:

- Organize and facilitate induction programs for all new employees.
- Update and maintain employee records in the SAP system, including personnel, salary, and designation details.

3. Visa and Document Administration:

- Monitor and ensure timely visa renewals to avoid penalties.
- Maintain accurate records of critical employee documents, including Passport, Visa, Emirates ID, and Labor Card.

4. Health Insurance Management:

- Renew health insurance policies before expiration by researching competitive rates in the market.
- Coordinate with insurance providers for additions, deletions, claims, and reimbursements under health insurance plans.

5. Performance and Probation Tracking:

- Track probation end dates and collaborate with line managers for employee performance evaluations.

6. Employee Support and Documentation:

- Act as the primary contact for employee document requests such as NOCs, salary certificates, and other official documents.
- Draft and issue HR-related documents, including warning letters, termination letters, and salary certificates, as needed.

7. HR Advisory and Compliance:

- Provide guidance on HR policies, procedures, and queries to managers and employees.
- Ensure all processes comply with labor laws and company policies.

Project Experience:

• **Project Name:** Al Ghurair Construction

- Supported the project by managing recruitment, onboarding, and employee documentation.
- Coordinated with relevant stakeholders to ensure smooth HR operations for project-specific employees.

Al Wazir Real Estate LLC - Dubai

(Real Estate Industry)

Key Responsibilities:

1. Administrative Support:

- Assist office staff in maintaining and organizing files and databases.
- Prepare reports, presentations, memorandums, proposals, and correspondence as needed.

2. Office Operations and Scheduling:

- Monitor daily office operations to ensure efficiency and productivity.
- Schedule appointments, meetings, and manage calendars for executives and senior staff.
- Manage staff schedules to support smooth workflow and coordination.

3. Office Management:

- Serve as the primary contact for office inquiries and conflict resolution.
- Track office supply inventory and approve procurement of supplies as required.

4. Internal Arrangements and Events:

- Process internal arrangements such as travel, training sessions, and team-building events.
- Maintain accurate internal records, including preparing and filing company documentation (e.g., sick leave, maternity leave, etc).

5. Recruitment and Onboarding:

- Communicate with recruiters and external parties regarding job openings and recruitment processes.
- Set up interviews and maintain timely correspondence with prospective employees.
- Update and ensure compliance with company policies and legal requirements.

6. Policy and Compliance Management:

- Assist in updating company policies and ensuring adherence to legal standards.

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