

Pradeep Biswakarma

Human Resource and Administrative Professional

Address: Al Nahda Sharjah, UAE

Mobile and Whatsapp: +971- 557279245

Email: pradeepbk405@gmail.com / pbiswakarma26@gmail.com



PROFESSIONAL SUMMARY:

Results-driven **HR and Administration professional** with over **10 years of experience** in the construction industry (oil & gas EPIC & Civil) and facility management in the GCC. MBA graduate with a strong track record of success at **Doosan Babcock and Black Cat Engineering & Construction WLL in Qatar**, contributing eight years of effective leadership and support. I served as an HR Administration Officer at SK Solution Services LLC a facility management services provider based in the **UAE**. Possesses comprehensive expertise in human resources, office and site administration, including recruitment, employee retention, leave and attendance management, training and development, timekeeping, work force planning, staffing and improving workplace culture. Known for strong analytical skills, interpersonal communication, and a well-rounded understanding of both practical and theoretical HR and administrative functions.

AREAS OF EXPERTISE

Office administration and management, Recruitment & talent acquisition, Employee Leave management, Training and development, Staff Management, Retention, Performance management & improvement, Attendance and Time keeping, Contract Negotiation, Employee relation.

SKILLS

Decision making, Documentation and reporting, Mail handling, File and records management, Scheduling, Work force planning, Strategic planning, Onboarding, Candidate Sourcing, CV Screening, Team Building, Staffing, Organizational Development, Interview, Counselling, Verbal Communication, Written Communication

EDUCATION

Master of Business Administration (MBA) – General, 2008
Sikkim Manipal University, India

Bachelor of Arts – Economics, 2006
Rajiv Gandhi university, India

EXPERIENCE

A) May 2024 - Nov 2024

HR Administration officer

SK Solution Services LLC, UAE

Responsibilities

- ✓ **Employee Relations & HR Functions:** Manage employee relations, address HR concerns, oversee recruitment, onboarding, issuing warning letters, and maintaining employee records. Monitor timekeeping, attendance, and work hour management, maintaining filing systems., maintaining personnel files, arrange and coordinate for Tawjeeh, Medical and bio metric.
- ✓ **Document, Procurement & Vendor Management:** Coordinate employee document renewals (residency permits, health cards, passports, gate passes), handle procurement processes (office supplies, uniforms), and manage vendor registration, service records, and invoices.
- ✓ **Operational & Administrative Support:** Administer camp facilities, manage petty cash and expenditures, oversee incident reporting, and ensure effective manpower deployment by collaborating with the operations team.

B) Jul 2023 - Apr 2024

Senior HR and Administration Officer

Ridhi Shidi Construction, Nepal

Responsibilities

- ✓ **HR Policy Management & Recruitment:** Review, update, and implement HR policies in alignment with

organizational standards, local labor laws, and market practices. Oversee recruitment, staffing, and onboarding processes, including assessing staffing needs, job descriptions, and conducting induction sessions for new Employees.

- ✓ **Performance Management & Employee Relations:** Develop and implement performance management systems, guide line managers on evaluations, and handle employee relations matters, including disciplinary actions. Lead staff development initiatives, coordinate training programs, and address retention and separation processes, including conducting exit interviews.
- ✓ **Administrative & Procurement Oversight:** Manage HR systems, employee records, and office management functions, including overseeing IT, procurement, logistics, and facilities maintenance. Handle petty cash transactions, manage office supplies, and supervise HR and administrative teams to ensure efficient operations and adherence to policies.

C) Jun 2022 - Jun 2023

Senior Recruitment Officer

Himalayan Valley Nepal Pvt. Ltd, Nepal

Responsibilities

- ✓ **End-to-End Talent Acquisition & Candidate Management:** Manage the complete Talent Acquisition cycle, including sourcing candidates through databases, job portals, and advertisements. Screen and shortlist candidates, forward resumes to clients, and facilitate interviews with both local and overseas staff. Conduct background checks, verify candidate qualifications, and ensure candidate attendance at scheduled interviews.
- ✓ **Client & Candidate Coordination:** Correspond with overseas client HR teams, facilitate salary negotiations, and maintain ongoing communication to track interview progress and future staffing needs. Coordinate medical tests, document submissions, and manage emigration procedures for selected candidates, including visa processing, air travel arrangements, and airport pick-ups.
- ✓ **Team Supervision & Reporting:** Supervise the recruitment team's operations, ensuring efficient workflows and adherence to client requirements. Collaborate with department heads to develop business plans, manage official correspondence, and prepare MIS reports on mobilized workers. Maintain confidential records and provide continuous support to the team for optimal performance.

D) Nov 2021 – Mar 2022

Administrator

Doosan Babcock, Qatar

Responsibilities

- ✓ **Employee Onboarding & Project Coordination:** Prepare joining reports, organize office space, supplies, and IT equipment for new hires. Conduct orientation sessions for new employees and coordinate with the Planning team to allocate manpower based on project needs. Manage employee leave, arrivals, departures, resignations, and terminations in collaboration with the HR department.
- ✓ **Administrative & Operational Support:** Monitor project personnel attendance, coordinate with timekeeping systems, and manage day-to-day administrative tasks, generating necessary reports. Oversee site transportation coordination, gate pass renewals, and organize safety and trade training courses. Facilitate manpower mobilization and demobilization as required.
- ✓ **Employee Relations & Financial Management:** Address employee complaints and implement corrective actions. Coordinate accommodation arrangements for site employees and handle petty cash transactions, ensuring accurate recording and adherence to company policies. Document administrative procedures and activities for efficient operation management.

E) Jul 2018 - Aug 2021

Senior HR & Administration Office

Buddha Ratna engineering Consultancy, Nepal

Responsibilities

- ✓ **HR Strategy & Employee Services:** Develop and implement HR strategies aligned with business goals. Oversee HR functions including compensation, benefits, recruitment, retention, and employee grievance management. Provide guidance to managers on progressive discipline, performance appraisals, and objective setting.
- ✓ **Administrative Management & Employee Support:** Supervise support staff in maintaining accurate employee files and managing daily administrative tasks, including procurement, travel arrangements, meeting

coordination, and attendance tracking. Coordinate transportation, accommodation, office supplies, and IT equipment for employees, while organizing training, development initiatives, and social activities.

- ✓ **Operational & Facility Management:** Handle office-related procurement, including furniture, equipment, and coordination with vendors. Manage office rentals, lease agreements, and landlord negotiations. Oversee the installation, repair, and maintenance of office properties and utilities, and supervise petty cash expenses, office vehicle usage, and in-house cleaning to ensure a safe, functional, and pleasant office environment.

F) Aug 2010 - May 201

Human Resources officer

Black Cat Engineering & Construction Co. W.L.L, Qatar

Responsibilities

- ✓ **Recruitment & Sourcing:** Collaborated with the HR Manager to recruit and mobilize blue and white-collar workers for various projects (short-term, long-term, shutdown). Sourced candidates through job boards, referrals, agencies, and social media, while partnering with domestic and international recruitment agencies in regions like India, Nepal, Philippines, Southeast Asia, Middle East, Africa, and Europe.
- ✓ **Mobilization & Onboarding:** Managed recruitment documents, coordinated interviews, negotiated salaries, and prepared offer letters. Handled visa processing, travel, accommodation, office setup, and ensured smooth onboarding for new hires.
- ✓ **Local Manpower Sourcing & Supplier Management:** Coordinated with local suppliers to source and hire manpower by gathering quotes, negotiating rates, and preparing comparison sheets. Managed the recruitment process, including screening resumes, arranging trade tests, and coordinating medical checks, accommodation, and logistics. Generated hire-in reports, collaborated on timesheet and payment issues, and worked with central planning for effective manpower mobilization.
- ✓ **Leave Management & Employee Counseling:** Processed employee leaves in compliance with company policies and labor laws, providing counseling on leave policies, benefits, and deductions. Supplied accurate information on leave balances and status, and distributed approved leave reports to relevant departments.
- ✓ **Exit Management & Documentation:** Conducted exit interviews, generated settlement reports for payroll processing, and arranged exit permits and visa renewals as needed. Prepared daily departure reports for resigning employees and coordinated travel details with relevant departments.
- ✓ **Local Purchase Order (LPO) / Subcontract Management and Budget Oversight:** Managed the preparation, approval, and distribution of LPOs and subcontracts, ensuring compliance and timely execution. Updated and monitored manpower budgets, communicated budget insufficiencies to relevant stakeholders, and ensured efficient financial oversight.
- ✓ **Employee Relations & Grievance Management:** Addressed employee grievances and handled requests related to HR matters, policies, and regulations, ensuring a positive work environment and compliance with company standards.
- ✓ **Training & Development:** Organized and facilitated training and development programs to enhance employee skills, support career growth, and ensure alignment with company objectives.
- ✓ **Travel Coordination & Bookings:** Arranged air ticket bookings, hotel reservations, and overseas business travel for employees and vendors, ensuring all travel logistics were efficiently handled.
- ✓ **Expense Management & Reporting:** Processed per diem allowance requests, analyzed ticket fares, verified invoices for accuracy, and generated monthly reports. Also handled local purchase orders for flight tickets and hotel bookings.

TRAINING AND CERTIFICATION

- ✓ Advanced Certificate Recruiter Naukrigulf.com, 2024
- ✓ Computerized Accounting Training (Tata Ex Next Generation and Tally 9.0) From MIT, Nepal. 2010
- ✓ Computer Application Training Certificate from Epitome, India 200
- ✓ Strategic Human Resources from LinkedIn Learning (online,) June 2021
- ✓ HR Analytics using MS Excel for Human Resource Management from Udemy (Online), June 2021
- ✓ Microsoft Excel 2019/365 from Earn and Excel (online) July 2021
- ✓ Certification of Recognition, Shell pearl GTL, Qatar, 2022

LANGUAGES PROFICIENCY

- ✓ English [Fluent in writing, reading and speaking]
- ✓ Nepali [Fluent in writing reading and speaking]
- ✓ Hindi [Fluent in writing, reading and speaking]

COMPUTER SKILLS

Microsoft office, MS Window latest version, outlook, adobe Photoshop, Canva, internet and HR application system, Screening The candidates through job portals.

PERSONAL INFORMATION

Date of Birth : 20th February 1984
Sex : Male
Nationality : Nepalese
Marital status : Married
Visa Status : Employment Visa (own visa)
Driving License : NA
Present Address: Al Nanhda, Sharja, UAE

I hereby declare that above-given details are true and correct to the best of my knowledge and belief.