

SHAIK MOHAMMED

Human Resource Coordinator

PROFILE

**** Having more than 3-years' experience in serving prestigious organization, Performed diversify roles in HR Department**

**** A highly responsible, insightful, determined and enthusiastic quick learner who possess a considerable amount of knowledge and experience.**

CONTACT

PHONE:

0544316412

EMAIL:

mohammedms2523@gmail.com

IT & COMPUTER LITERATURE

**** Windows OS**

**** MS Office**

**** EMP**

EDUCATION

Universidad Internacional Isabel I De Castilla.

MBA with the Specialty in (Human Resources Management)
2025

Osmania University- OU

B.COM (Computers)
Anwar Uloom College
2021

WORK EXPERIENCE

China Petroleum Engineering & Construction Corporation- CPECC

HR Coordinator
(ADNOC ONSHORE) EPC Project.
Sep 2024 – Present
Abu Dhabi, UAE



Al Sahra Recruitment Services- ASRS

HR Assistant (ADNOC Gas Processing)
Oct 2022 – May 2024
Abu Dhabi, UAE



SK Engineering.

HR & Admin Assistant
Apr 2021- Sep 2022
Hyderabad, India

CORE AREAS

ONBOARDING ▶▶▶▶▶▶▶▶▶▶

MOBILIZATION ▶▶▶▶▶▶▶▶▶▶

ADMINISTRATION ▶▶▶▶▶▶▶▶▶▶

EOSB ▶▶▶▶▶▶▶▶▶▶

- Assist with day-to-day operations of the HR functions and duties
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews

3. HR ASSISTANT – **SK Engineering**

- Assisted with recruitment processes including posting job openings, Screening candidates and scheduling interviews.
- Maintained up-to-date employee records.
- Provided administrative support to the HR department, including filing, report generation, and responding to employee inquiries.
- Assisted in preparing documents for visa applications, ensuring compliance with local regulations.
- Supported payroll processing by gathering and verifying timesheets, tracking leave balances, and ensuring accuracy in employee compensation

DECLARATION

I HEREBY DECLARE THAT THE ABOVE – FURNISHED DETAILS ARE TRUE WITH PROVEN RECORDS.

Place: Abu Dhabi

Shaik Mohammed

Date: