# 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 ARES**

ONBOARDING >>>>>>

MOBILIZATION >>>>>>

**ASMINISTRATION** 

EOSB > > > >

## **LANGUAGES**

**English** 

**>>>>>>** 

Hindi

**>>>>>>** 

Urdu

**>>>>>>>** 

## **SKILLS**

**Team Work** 

**>>>>>** 

**Fast Learner** 

**>>>>>>>>** 

Creative

**>>>>>>** 

## **PERSONAL INFO**

Date of Birth – 25/03/1999 Marital Status – Singel Nationality – Indian Driving License – India EMPLOYEE RELATION ►►►► OFFER CREATION ►►►►

BACKGROUND VERIFICATION

1. HR Coordinator – CHINA PERTROLEUM ENGINEERING & CONSTRUCTION CORPORATION (CPECC)



China Petroleum Engineering & Construction Corporation (Abbreviated to CPECC) is affiliated to China National Petroleum Corporation (CNPC). CPECC is an international reputed EPC Contractor with expertise in Onshore and Offshore, green and brown field Lump-sum turkey mega EPC Project.

#### **KEY RESPONSIBILITIES HANDELED**

- Assisting with the recruitment and interview processes
- Working alongside employment agencies and search firms
- Meeting with department managers to develop specific recruiting plans.
- Maintaining employee Database as to ensure accuracy and compliance
- Prepare reports and presentations for Manager
- Performing all administrative task
- Company traveler coordinator
- Reviewing procedures for employee safety, welfare, wellness and health
- Collecting manual timesheets of the employees and upload it in the EMP Software
- 2. HR ASSISTANT AL SAHRA RECRUITMENT & SERVICES



- 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 – FURNISHEI	)
DETAILS ARE TRUE WITH PROVEN RECORDS.	

Place: Abu Dhabi	
	Shaik Mohammed
Date:	