

PRABESH.P.K.NAIR

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Profession	Sales / Public Relation /HR Coordinator/ Administrator
Area of Specialization	HRM, Payroll Administration, Public Relations, Legal affairs
Nationality	Indian
Date of Birth & Age	15 April 1975 (33 years)
Marital Status	Married
Computer/Business IT Skills	Windows operating systems, Microsoft Office packages, Adobe Photoshop, Internet and E-mail applications

KEY PROFILE

10+ years experience in Sales, Public Relation Officer, Human resource management, personal & administration, accounts related services.

- Currently working as HR Coordinator/ Public Relation Representative in a Multinational Organization of 600+ employees since August 2003
- Coordination of HR and Administration affairs of multiple divisions/ Group Companies
- Fully conversant with PRO activities and liaison with Ministry of Labor Depts.
- Liaison with Govt Departments, JAFZA, Court, and Dubai Emigration Dept
- Coordination within UAE offices and with International Offices (Morocco, China, Azerbaijan, Iran, USA, Russia, Italy)
- Helped to detect accounting/ payment irregularities and timely action prevented fund loss
- Reporting to Vice President-HRA
- Recruitment and Training/ Orientation
- Coordinating Employee Induction program,
- Achieving HR goals and targets; coaching /development of fresh trainees
- HR Budget planning and handling
- Key accounts development
- Managing daily/ weekly HRA activities reports

OBJECTIVE

To seek a suitable placement offering greater responsibility and challenge and to work in a professional environment conducive for career growth and development, where the best use of my skills would add value.

EDUCATIONAL QUALIFICATION

Diploma in Computer Applications

Bachelor of Commerce (B.Com) from Calicut University, India (1998)

EXPERIENCE RECORDS

2003- Present Quest International Group, Dubai Internet City, Dubai

2003- Present HR Coordinator/ Administrator/ Public Relation Officer/Warehouse Manager

Coordinate the HR and Administration activities for Multiple Divisions and Group Companies. Total employees over 600. HRA Coordinator for the Group covering the following Divisions:

- Farayand Architectural Engineering Consultancy
- Quest International Design and Property Development
- Wind FZ LLC

- ❑ Wind General Trading
- ❑ Wind Properties
- ❑ International Academy of Art, Science and Technology
- ❑ Wind Television

Reporting to Vice President-HRA; Roles and Responsibilities included:

- Payroll administration
- Visa processing, visa cancellation formalities
- PRO activities; liaison with Labor Depts.
- Liaising with JAFZA and Emigration Dept in Bur Dubai
- Sorting out Legal Affairs and liaising with Court
- Liaison with Security Dept, Dubai Police Dept
- General Administration
- Supervision of Company flee drivers
- Transport Coordinator- Maintenance of Up-to-date vehicle registration and Insurances
- Employee Certificate Verification
- Leave Calculation
- Welfare of employees
- Renewal of ID cards, Medical cards and Insurances
- Guest management- Welcoming and taking care of International Guests
- Supervision of General Housekeeping
- Employee orientation & training

Interaction with Accounts Depts on

- Visa processing and applications
- Request letter initiation, obtaining fee payments for visa processing
- Petty cash management
- Daily HRA expense keeping

2002- 2003	Modi Xerox
2002- 2003	Area Sales Manager

As Area Sales Manager, responsible for business of Xerox machines and manages a sales team of 6 sales officers. Key experience/exposure include accountable for the following activities:

- Reporting to Regional Sales Manager
- Achieving sales targets and coaching /development of fresh sales team
- Budget planning and handling
- Data collection, market research, competition analysis
- Key accounts management
- Man management and Training
- Dealer/ Distributor Management
- Administration
- Liaising with local dealers for business promotion
- Payment
- Developing key contacts
- Organizing exhibitions

2001- 2002 Tata Finance Ltd, Calicut Division, Kerala
2001- 2002 Credit Appraiser

Worked as Credit Appraiser, accountable for the following activities:

- Assessment of credit capacity of various clients
- Recovery of payments and installments
- Check deposits and banking
- Issue of Loans
- Supporting sale of TVS bikes
- Independent handling of Kannur Office
- Reporting to Regional HO in Cochin

1998- 2001 Trans America Apple Distribution Finance Ltd, Kannur Dist, Kerala
1998- 2001 Credit Appraiser

World's renowned Insurance Company. Worked as Credit Appraiser, accountable for the following activities:

- Assessment of credit capacity of various clients
- Recovery of payments and installments
- Check deposits and banking
- Issue of Loans
- Supporting sale of TVS bikes
- Independent handling of Kannur Office
- Reporting to Regional HO in Cochin

Achievement/ Accomplishment

- Achieved outstanding achievement award for achieving largest business repayment in Kerala State
- Received The Best Employee Award of Kerala State

PERSONAL NOTES

Functional Expertise – Have good experience/understanding with respect to Group HRA related activities, employee relations, etc. personally committed on learning new systems and techniques related to HRA field

Communication – Capability to smoothly communicate and interface with all levels in the organization including verbal and written communication skills

Performance – Results-focused and have capability to deliver timely product and act in a decisive, urgent and committed manner. Capability to prioritize and execute multiple assignments in a challenging and changing environment with minimum supervision

Teamwork - Very comfortable working in a team; have ability and willingness to contribute to an environment of openness and trust; very active team player

Networking/Team Building and Interpersonal Skills – Have strong customer focus, and capability/desire to share knowledge and best practices with customers and fellow team members

Leadership – Have capability to positively influence; personally motivated and always willing to take initiative; self-starter; have courage to surface and constructively resolve conflicts in a positive manner.

LANGUAGE CAPABILITY

English : Good
Hindi : Good
Malayalam : Mother tongue

HOBBIES & LEISURE SPORTS

Badminton, Reading

TESTIMONIALS & REFERENCES

I shall be furnishing these details if required.

OTHER INFORMATION

Holding valid UAE Driving License for Light Vehicle