

# BRIAN ADAM

## Managerial Level Human Resource | Administration Management Professional - MBA

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### PROFILE SUMMARY

Rich experience in managing all phases of human resource operations, employee reward calculation, administration, payroll and compensation to ensure employee welfare as per UAE legal standards. Competent in driving payroll and PRO functions while implementing key changes and modifications as per UAE labor law.

Expertise in directing the HR lifecycle management to attain employee retention and reduce attrition. Skilled in aligning HR initiatives, policy and projects with set business strategy to drive bottom-line success, talent acquisition and manpower planning. Skilled at handling payroll and compensation activities including gratuity, leave calculations, benefits, termination clauses.

### CORE SKILLS



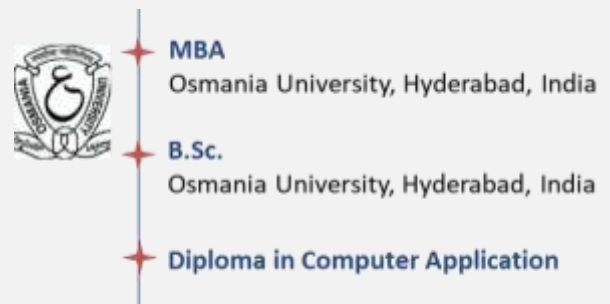
### LEADERSHIP SKILLS

<b>Direct Reports from:</b>	5 HR /Recruitment team (4 India offices and 1 Australia) • 2 HR assistant (2 Dubai, 1 Kuwait and 1 Iraq) • 1 IT and Network Administrator • 4 Admin Team (2 Dubai +1 Abu Dhabi +1 Ajman) • 1 PRO
<b>Indirect Reports from:</b>	1 Project Coordinator • 2 Documents Controller

### CORE COMPETENCIES



### EDUCATION



### ORGANIZATIONS WORKED WITH



## DETAILED WORK EXPERIENCE

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### **Admin and HR Assistant** | BSL Engineering Services DMCC (Part of BSL Group) (July 2017 - Present)

- Responsible for managing organizational employee rewards evolution, human resource and administration functions.
- Attracting great talent across diverse domains and developing HR agenda, policy and goals that supports growth goals designated business units.
- Lead payroll calculation for accuracy in Employee of the Month and Employee Bonus.
- Accountable for recruitment selection, EMP on boarding comprising induction training, time attendance login development, IT passes and access cards submission.
- Providing tactical guidance and changes on HR products and aligning servicing policy align with department regulations.
- Ensuring HR matters are handled fairly and consistently in line with company requirements and local employment laws.
- Executing HR change initiatives through internal auditing and job role review
- Apply claims for vehicle fleet, workmen's compensation and maintain data of visa insurance.
- Undertake vehicle handling including accident claims, new vehicle, insurance renewal, registration etc.
- Keep a track of leave calendar approvals, excess vacation, late coming and tardiness records by utilizing HRMS.
- Monitoring group payroll reports of various countries - India, Australia, Iraq, Kuwait and ensuring timely submission.
- Dealing with on-time salary processing, visa WPS, FTS channels, visa cancellation and repatriation procedures.
- Manage all lease rental matters such as contractual policy, office building, staff accommodation and labor wages.
- Maintaining strong PRO Relation Custer at corporate level and applying new visa, residency document processing, and work permit, visa renewals within set timelines.
- Overseeing all aspects of trade license renewals, online portals renewals, municipality permission, civil defense permission, ministry labor approvals and free zone license renewals.

### **Lead HR and Admin Executive** | ARC Engineering (Apr 2015 - Jul 2017)

- Involved in timely preceding the renewal and applying for the quota for new work permits and attaining entry permits.
- Planned and executed annual pay reviews, merit pot allocation, profit share as per set business strategy.
- Supervised the entire record of employee attendance, benefits and payroll to safeguard the HR database of a firm.
- Maintained insurance data and developed comparison sheet at the time or renewal
- Ensured smooth running of office infrastructure like project reports, printers, computers, office furniture, stationery, etc.
- Maintained insurance related paperwork namely group health insurance, individual insurance, third party liability, workmen compensation and more.
- Sustained local sponsor work relations and manage crucial matters related to local government approvals.
- Carried our company's vehicle fleet maintenance and approved monthly bills (water, electricity, mobile, internet, landline)
- Reconciled assigned payroll records, adjust discrepancies and manage late deductions to maintain the payroll accuracy.

### **Admin and HR** | Sea Safety Engineering Services, Abu Dhabi, UAE (Sep 2012 - Jan-2015)

### **Territory Sales Executive** | Fortune Paints Private Limited, India (Jun 2011 - Feb 2012)

### **GIS Engineer** | InfoTech Enterprises Limited (Sep 2008 - Oct 2010)

## PERSONAL DETAILS

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Date of Birth: 14<sup>th</sup> August 1987  
Linguistic Abilities: English, Hindi, Tamil, Telugu, Urdu and Malayalam  
Driving License: Valid UAE (Manual) and Expiry Date: 2023  
Nationality and Visa: **Indian and Residence UAE (Employer Sponsored)**  
**Skype:** **brian-adam@skype.com**  
References: Available upon request