#### *Objective*

*4+ Years of experience with self-motivated and resourceful Camp HR Administrator with an in depth understanding of all aspects of administrating and managing camp duties and implementation. Experience of supporting the delivery of new and existing projects and business enhancements that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication with leadership skills and having a commercial approach to solving problems and developing business. I have a proven record of accomplishment in resolving complex customer issues. Now looking forward to making a significant contribution with an ambitious company that offers opportunities for progression.*

#### *Positions Held*

## ***Camp HR Administrator| Desert Group L.L.C Dubai***

## *(Nov 2014 - Dec 2018)*

## *HR and Admin Duties*

* *Around 1200 employees were been under my supervision in Labour camp.*
* *Organizing and maintaining personnel records, Updating internal HR databases, And Preparing HR documents.*
* *Assist payroll department by providing relevant employee information (e.g. Leaves of absence, sick days and work schedules).*
* *Arrange travel accommodations and Answer employee’s queries about HR-related issues.*

## *Administer HR-related documentation, such as contracts of employment.*

## *Assist in the recruitment process.*

## *Liaise with recruitment agencies.*

* *Provide the management with the monthly & weekly reports which reflect camp’s activities to coordinate with HR Manager.*

#### *Communication and training*

* *Communicate clearly with work colleagues using emails etc.*
* *Assist in training new members of staff and employees.*



*Primary Business Address*

*7/7 A, 2nd Lane, Mawilmada Road,*

*Kandy.*

*Phone: +9477-989 7085*

*E-mail: hazanmohamediq@gmail.com*

***Education***

* *Advance National Diploma in HRM*

*NIBM Kandy. (2020)*

* *G.C.E Advance Level*

*St. Sylvester’s college*

*Kandy (2007)*

* *G.C.E. Ordinary Level*

*Al Hamra M.V*

*Kandy (2004)*

* *Diploma in graphic Designing*

*Canadian Academy*

* *Diploma in English*

*NAITA Katugasthota*

* *Fundamentals and proper use of fire extinguishers*

*U.A.E Civil Defence Academy*

* *Emergency first aid at work*

*HABC Level 2*

*Crescent Group U.A.E*

*Procurement and inventory*

* *Procurement, dealing with suppliers and process PR,LPO,GRN for quality and Timely materials availability for projects*
* *Ensures timely ordering and maintenance of inventory of all camps supplies, tools, and equipment necessary for the maintenance and operation of the camps facilities.*
* *Manage all project data, reports, logs, inventories and assets on custom designed MS Access data base to provide weekly/monthly/annual reports to project manager and cost of materials/manpower to finance departments for budgets and audit purpose*

## *Handling Petty cash for urgent purchasing and submitting petty cash to accounts keeping their records on data base for each project cost calculation and evaluation*

## ***Office Assistant | Building Development Authority, Dubai***

## ***March 2013 – 2014 April***

## 

## ***Sales Executive | Mind Selection Cosmetics Kandy***

## ***Nov 2009 – Nov 2013***

## ***Under Writer | Amana Takaful Insurance Akurana Branch***

## ***2008 - 2009***

#### *Computer Skills*

* *Familiar with MICROSOFT OFFICE 2013 (MS Word, Excel, PowerPoint, Access & Publisher).*
* *Familiar with the Microsoft Windows environments and application data communication using computers.*
* *Fluent in the usage of Internet, email and web related uses.*
* *ERP System (Navision 5), Photoshop*
* *Database designing and management*
* *Facilities management*
* *Excellent editing skills.*
* *Typing speed: 55 WPM with accuracy.*

#### *profile*

*Gender : Male*

*Age : 31*

*Marital Status : Married*

*Language Known : Tamil, Sinhala, English, Hindi and Malayalam*

## 

***Expertise***

*Social Perceptiveness*

*Critical Thinking*

*Judgment and decision maker*

*Development and building team*

*Time management*

*Human capital development*

*Workplace culture development*

*Business management and leadership*

#### *References*

## *Mrs. Shamalka Uduwella*

## *Course coordinator and Lecturer*

## *NIBM Kandy Campus,*

## *shamalka@nibm.lk*

## *Sri Lanka*

## *+948-122-36651*

## *Mrs. Nirmali*

## *Course coordinator and Lecturer*

## *BCAS Kandy Campus,*

## *Sri Lanka*

#### *+947-708-61874*