

Nisamudeen Ahammad Ali
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⇒ **HR and Admin Officer – (Transferable Visa Company Provided – NOC Available).**

⇒ **Career Objective**

Dynamic and reliable **HR and Administration Officer** equipped with **19 years** of extensive experience in Qatar and U.A.E. across various sectors including **MEP Construction, Contracting, Facility Management, Security Services, Taxi, Rent A Car & Garage Services.** with a strong command of HR software systems. Expertise in all Administration and HR functions. Adept at optimizing organizational processes and fostering a positive workplace culture. Seeking challenging roles to leverage my skills in enhancing organizational efficiency and employee satisfaction.

⇒ **Career Profile: -**

⇒ **Past @** M/s Profit Trading & Contracting W.L.L at Qatar, as Sr. HR cum Admin Officer.
(26th June - 2019 ~ 07th July 2025), I have joined in this esteemed firm as an Assistant HR cum Admin officer, I have proved my leadership quality and the management promoted me as an Acting HR and Admin Manager.

⇒ **Past @** M/s Sterling & Wilson Middle East W.L.L.at Qatar, (Associates of M/s. Shapoorji & Pallonji Co. LTD.) (17th June - 2010 ~ 31st May 2019) as a Sr.Document controller cum Secretaryat the projects MEP and Engineering Departments.

⇒ **Past @**M/s Emirates Falcon Electromechanical Co. (**EFECO**) L.L.C (member of M/s. Arabtec holding), Dubai, U.A.E Member of ARABTEC holding, Dubai, U.A.E, (17th July - 2006 ~ to 15th June 2010) as a Document controller cum Secretary &Admin. Asst. officercum Manpower Coordinator.

⇒ **Technical & Educational Qualification.**

- Bachelor Degree (B.B.A) is ongoing, in which the final semester exam and Certification expecting within the year (2025).
- Civil Engineering - Civil Survey Certificate Holder INDIAN INSTITUTE OF TECHNOLOGY, origin in BOMBAYand wings in Trivandrum, in 2002 to 2003.
- Higher Secondary completed in Kerala, India at the year of 2002.
- S.S.L.C. completed in Kerala, India at the year of 2000.

⇒ **Computer Skills.**

- Well Trained for HR and Admin Program – “**Al Mana Software**”
- Well Trained for Web access project Program – “**ACONEX**”
- Well Trained for Web access project Program – “**EPLASS**”
- General Training in Program – “**SAP**”
- Excellent Computer and Communication Skills.
- Knowledge in All Type of Operating System.
- MS Office, Internet Mailing - (MS Excel, MS Word, MS Outlook, MS Power Point Presentation, etc.)
- Adobe Acrobat Editing.

⇒ **Technical Skills.**

- HR Policy Development.
- Recruitment & Selections.
- Employee Engagement and Relation.
- Compensation & Benefits.
- Employee Retention.
- Qatar Labor Law.
- Decision Making.
- Problem Solving.
- Performance Management.
- Data and Attendance Management
- Training Development.
- Fleet Management.

⇒ **Duties and Responsibilities.**

- Post job advertisements and manage job postings.
- Screen resumes and applications.
- Conduct First lot interviews and assessments.
- Extend job offers and negotiate salaries.
- Coordinate new hire orientation and on-boarding.

- Manage employee benefits and compensations.
- Preparing and updating Payrolls and WPS.
- Company Legal Documents Renewal and its follow up.
- Arranging and Monitoring Transportation for all the Employees.
- Daily updates of Employee Attendances.
- Ensure compliance with labor laws and regulations.
- Provide guidance on company policies and procedures.
- Resolve employee conflicts and grievances.
- Facilitate employee communication and feedback.
- Coordinate performance evaluations and reviews.
- Develop and implement employee training programs.
- Identify training needs and recommend development opportunities.
- Monitor employee performance and provide feedback.
- Conduct investigations and report incidents.
- Prepare HR reports and analytics.
- Track HR metrics and key performance indicators (KPIs).
- Coordinate employee events and activities
- Develop and implement HR policies and procedures
- Provide general administrative support to the HR team.

⇒ **Divisions Handled in Ms. Profit Group.**

- ➔ : Profit Trading & Contracting W.L.L.
- ➔ : Cayan Facility Management W.L.L.
- ➔ : Pangulf Rent A Car W.L.L.
- ➔ : Al Fursan for Guarding & Security Services W.L.L.
- ➔ : Yellow Taxi Qatar W.L.L.– Franchisee of M/s. Mowasalat (KARWA).
- ➔ : Perfection Auto Garage W.L.L.
- ➔ : Infinity Marketing Solution W.L.L.

⇒ **Projects carried out with Ms. Sterling & Wilson Middle East W.L.L a member of Shapoorji Pallonji Group.**

- ➔ : Abraj Quartier – Pearl Qatar - (Tower 05 & 06) Tower Project.
- ➔ : Package 07 - Abraj Quartier – Pearl Qatar - (Tower 03, 04, 05, 06, 07, Villas & Town Houses) Viva Bahariya.
- ➔ : Package 09 - Customer Building Hala& Al Darwish Tower ETS Room Installations.
- ➔ : South East Car Park Project (SECP) Qatar Foundation Education City Projects.
- ➔ : Construction of Headquarters of General Cleaning and Parking for PWA (06 Type of Buildings) Ashghal Project
- ➔ : Doha Metro - Construction of Earth Mat for Msheireb Station and Education City Station – Earthing Works.
- ➔ : QP-C1240 Dukhan Project – Drainage Networking Projects.
- ➔ : Barwa Commercial Avenue Type 3 Joad Mall (27 Blocks).
- ➔ : Smash Tennis Academy at Khalifa Tennis & Squash Complex.
- ➔ : Marina Restaurant, Hilton Doha Hotel.

⇒ **Projects carried out with M/s.Emirates Falcon Electro Mechanical Company (EFECO) ARABTEC Holding LLC.**

- ➔ : 158 Villas at Arabian Ranches.
- ➔ : 324 Villas at Arabian Ranches.
- ➔ : 940 Villas, Mohammed Bin Rashid National Housing Program, at Oud Al Muteena, Sonapur.
- ➔ : 509 Villas, Mohammed Bin Rashid National Housing Program, at Al Warqa Phase – 02.
- ➔ : 99 Villas, Jumeirah Golf Estates, Sanctuary Falls Super Luxury Design and Built Villas Complex.

⇒ **Duties and Responsibilities.**

- ♣ Source candidates through various channels, including job boards, social media, and referrals
- ♣ Screen resumes and applications to identify qualified candidates
- ♣ Coordinate interviews with hiring managers and candidates
- ♣ Negotiate job offers and manage onboarding process
- ♣ Conduct exit interviews for departing employees to gather feedback and improve employee retention strategies.
- ♣ Employee onboarding including First Introduction and Training.
- ♣ Employee Payroll preparation based on the attendance.
- ♣ WPS Preparing and forwarding to the accounts for final release.
- ♣ WPS System verification and approval in Banking site.
- ♣ Prepare and update of Employee track records.
- ♣ Implementing Workmen Compensation for the employees.
- ♣ Implementing Health & Life Insurance after the final Negotiation with vendor and approval from the management.
- ♣ Employee Resident Permit and Health Card Renewal on a monthly basis.
- ♣ Generates HR budgets and detailed reports on staffing, employee performance and payroll costs.
- ♣ Prepare the leave schedule for all the employees and arrange suitable replacements as and when its required.
- ♣ Handled office administration, supplies and facility maintenance.

- ♣ Facilitating all PRO works, MOI/MOL/MOCsystem E-Services (fully acquainted with almost all related matters and other formalities according to the Qatar law such as processing QID, E-contract, transfer of QID, QID renewal and cancellation, Exit Permit, Secondment, Profession change, return permit, change passport, renewal of vehicle license, company official documents renewal, etc.
- ♣ Close coordination with accommodation in charges for employee welfare.
- ♣ Tenancy Contract follow up with the concerned parties for signing and attesting by the govt. bodies.
- ♣ Monthly Kahramaa Bill Payment and keep and update the track records.
- ♣ Attending the labor accommodation Issues and resolving on a daily basis.
- ♣ Implementing ISO policies comply with the company policies and procedures.
- ♣ Preparation of Attendance Registers and monthly Staff Attendance.
- ♣ Attending phone calls and transferring to the Concerned Dept. and/or Personnel
- ♣ Receiving and distributing documents by Fax, Mail & E-mail
- ♣ Ordering and Maintaining Stationeries and equivalent.
- ♣ To keep stock of stationary supplies for the project / department.
- ♣ Supporting others with ideas, keeping the group on track and encouraging others when situations become difficult.

⇒ **Current Address:** Al Thumama, Doha, Qatar.

⇒ **Training and Awards.**

- Attended a management Training for Personal and Communication Developments.
- Awarded as Employee of the year in the academic Year 2011 to 2012.

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⇒ **Driving License Details.**

Qatar

- License No. : 28535628019
- Issue Date : 20th April 2011
- Validity Date : 02nd Jan 2026
- Light (Manual & Automatic) Vehicles

India

- / 16/6723/2012
- / 16th Sep 2012
- / 19th Sep 2032
- / Light (Manual & Automatic) Vehicles

⇒ **Passport Details.**

- Passport No : W8110846
- Place of Issue : Doha, Qatar
- Date of Issue : 29/11/2022
- Date of Expiry : 28/11/2032
- Nationality : India
- Date of Birth : 28/05/1985
- Age : 40 years old (On Going)
- Sex : Male

⇒ **Personal Details.**

- Marital Status : Married and blessed with a Baby Girl.
- Languages Known : English – Read, Write and Speak
Hind – Read, Write and Speak
Tamil – Speak
Malayalam – Read, Write and Speak (Mother Tongue)
- Hobbies : Driving, Reading Books, Hearing Music & Cooking.

⇒ **Acknowledgement**

I hereby declared that all the above information's are true and reliable to the best of my knowledge.

Nisamudeen Ahammad Ali.