



SHAHINSHA SHAHUL HAMEED

HR ADMINISTRATION CUM PRO

+971554170711

shahinsha.prof@gmail.com

http://shahinshahub.com

DUBAI, UAE

SOFTWARE SKILLS

- HRM
- Zoho People
- MySQL
- PYTHON
- WORDPRESS
- PHP
- C++
- JAVA
- ODOO
- DASH ERPGO HRM
- WORKSUITE HRM
- PLC
- HMI
- VFD
- HTML CSS
- PHOTOSHOP
- ILLUSTRATOR
- CAPCUT
- CANVA
- DIGITAL MARKETING
- GOOGLE ADS
- META ADS
- AUTOCAD
- SOLIDWORKS
- MATLAB
- LABVIEW
- CHATGPT
- 3DS MAX
- MICROSOFT ADMINISTRATION
- EXCELL VB CODING, VLOOK UP
- MACRO CODING
- POWER BI
- ETHICAL HACKING
- LINUX
- WEBSITE & SOFTWARE DEV

About me

Experienced HR cum PRO professional with expertise in recruitment, payroll, employee relations, UAE visa processing, and HR operations management. Skilled in handling large workforce administration, government relations, documentation, and compliance procedures. Strong background in HRMS/ERP systems, office administration, and digital process management. Dedicated to improving organizational efficiency through effective HR and administrative support in Dubai.

Experience

HR ADMINISTRATION CUM PRO

ENCHANTED HOMES REAL ESTATE L L C

MURSHAD RESTURENT L L C

RISING TRAVELS & TOURISM L LC

2025-2026
DUBAI, SHARJHA, UAE

- Manage end-to-end recruitment process
- Screen resumes and shortlist candidates.
- Schedule interviews
- Create and maintain employee personal files.
- Update HRM with employee information
- Maintain attendance and timekeeping records.
- Monitor leave applications and balances.
- Prepare monthly payroll inputs for (150+ staffs)
- Coordinate payroll processing
- Update management on HR legal changes.
- Draft and revise HR policies.
- Explain company rules and policies to staff
- Arrange accommodation for visiting staff or candidates.
- Maintain office seating and workspace allocation.
- Oversee office administration operations
- Process employee visas and Emirates IDs.
- Renew trade licenses and company permits.
- Liaise with MOHRE, GDRFA, and government offices.
- Handle labor contracts and work permits.
- Ensure company compliance with UAE laws.

ASSISTANT HR MANAGER

SKY CONTRACTING & GENERAL MAINTANANCE L LC 2024-2025

- Assist in recruitment and coordinate visa processing with PRO for new hires.
- Prepare offer letters and share documents with PRO for labor approval.
- Coordinate employee onboarding with visa stamping and Emirates ID process.
- Maintain employee records and update PRO on document renewals.
- Track visa expiry dates and inform PRO for timely renewal.
- Handle employee queries related to visas, labor cards, and government documentation.

CORE COMPETENCIES

HR
PAYROLL
RECRUITMENT
HR OPERATIONS
PUBLIC RELATION OFFICER
OFFICE ADMINISTRATION
DIGITAL MARKETING
IT SUPPORT

PERSONAL

NATIONALITY: INDIA
DATE OF BIRTH 07-NOV-1996
VISA EMPLOYEMENT VISA

Language

English
ARABIC
HINDI
MALAYALAM
TAMIL

HR ADMINISTRATION OFFICER

2022 to 2024

POPULAR ELECTRICAL & TRADING CO.W.L.L

- Manage end-to-end recruitment and selection process.
- Conduct employee onboarding and orientation.
- Maintain employee records and HR documentation.
- Administer payroll inputs, attendance, and leave management.
- Ensure compliance with labor laws and company policies.
- Handle employee grievances and workplace conflict resolution.
- Coordinate performance appraisal and review processes.
- Identify training needs and organize development programs.
- Manage employee benefits, compensation, and insurance.
- Support disciplinary actions and termination procedures.
- Prepare HR reports, headcount, and attrition analysis.
- Promote employee engagement and positive work culture.

PLC PROGRAMMING PROJECT COORDINATOR

2020 -2022

MARCD INDUSTRIAL AUTOMATION PVT LTD

- Plan and coordinate PLC programming projects from initiation to completion.
- Develop project schedules, timelines, and resource allocation plans.
- Coordinate with clients to gather technical requirements and specifications.
- Assign tasks to PLC programmers and automation engineers.
- Review PLC logic, HMI, and SCADA programs for accuracy and quality.
- Ensure compliance with industry standards and safety regulations.
- Monitor project progress and resolve technical issues.
- Coordinate on-site installation, testing, and commissioning activities.
- Manage communication between engineering, electrical, and mechanical teams.
- Prepare project documentation, reports, and technical manuals.
- Conduct client meetings, progress updates, and final project handover.
- Ensure projects are completed within budget and agreed timelines

INTERNSHIP

HR

HEALTH PLUS GENERAL TRADING L L C 2024

SERVICE

BRIDGEWAY MOTORS (MERCEDES BENZ 2018

PROGRAMMER

PYTHON PROGRAMMER 2019

EDUCATION & CERTIFICATE COURSE

PRO PUBLIC RELATION OFFICER

2024

WINGS TRAINING ACCADEMY DUBAI

SHRM

2024

CORSERA ONLINE

DIGITAL MARKETING

2024

ALISON ONLINE

ETHICAL HACKING & CYBER SECURITY

2020

AVODHA IT TRAINING

BE.MECHATRONICS ENGINEERING

2016- 2020

HINDUSTAN COLLEGE OF ENG. & TECH. INDIA

COMPUTER SCIENCE VOCCATIONAL

2016- 2020

SEETI SAHIB MEMORIAL SCHOOL INDIA