



Mosin Shaikh

Personal

Name
Mosin Shaikh

Address
Saudi Arabia
Riyadh

Phone number
+966571066317-
+919773512377

Email
mosinshaban@gmail.com

Date of birth
10-07-1989

Place of birth
Mumbai, India

Gender
Male

Nationality
Indian

Marital status
Married

Driving license

light Indian license

Interests

Reading, Communication

Languages

English	Native
Hindi	Native
Tamil	Native
Urdu	Native

- Overlook Overseas employment process egg (block visa, Ewakala, Mofa stamping, medical, ticket, arrival coordination, airport pickup, project site assigned)
- Issue exit reentry visa, final exit visa, iqama issuances, iqama renewal, occupation change, sponsorship transfer, passport update.
- Issuance Gosi for new employee (addition and deletion and medical expense from gosi follow up
- Coordination with overseas manpower agencies.
- Handling complete life cycle of overseas and local employee
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Forecasted expected personnel demands and developed forward-thinking approaches to achieve objectives.
- Managed a full set of recruitment function, including online job posting screening, Interview arrangement employment contract preparation etc.
- Compiled regular HR reports and analyses in areas of recruitment, staff movement and turnover for corporate and top management Initiated connections with 5+ local tertiary
- Maintaining and updating Employee Leave record
- Handling Electronic visa process Coordinating Employee pick and drop Handling the full and final settlement of the employees
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees
- Maintain and regularly update master database (personal file, personal database) of each employee
- Keeping records of insurance and get it renewed in due time
- Maintaining cost control on purchasing of vacation Tickets of the employees
- Maintains recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick leave.
- Maintaining company email & correspondence and distributing to respective department.
- Handling answering management Phone calls.
- Acting as supervisor for new join employee.

Education and Qualifications

Bachelor in management Studies /MAS Jun 2009 - Jun 2012
University of Mumbai, Mumbai
Specialization in Human resource management

Work experience

HR Operation Specialist Sep 2014 - till Now
2025

Yuksel Insaat Saudia, Riyadh (Head office)

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settlement of the employees

- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees
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References

References available on request.

Skills

MS office



Advanced Diploma
in
Business Administration
(ADBA)
Recognized by DEC, Govt. of India



Awarded to

Shaikh Mosin Abdul Subhan

For having Successfully completed one-year Advanced Diploma in Business Administration during the academic year 2013 with Second Class.

Dated the Thirty First day of the Month December in the Year 2013



Prof. Dr. Uday Salunkhe
Group Director

University of Mumbai



CCF: 485:0024
NO: 7272

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I Certify that

SHAIKH MOSIN ABDUL SUBHAN MOHIDEEN BEE
PASSED THE BACHELOR OF MANAGEMENT
STUDIES DEGREE (SEMESTER VI) (REV) EXAMINATION

held by the University of Mumbai in the month of

APRIL 2012 AND WAS PLACED IN THE
FIRST CLASS.

A handwritten signature in black ink, appearing to read 'S. J. Wankar', written over a horizontal line.

JUNE 18, 2012

CONTROLLER OF EXAMINATIONS

