

## **JINSON FRANCIS**

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Al Mamoura, Doha Qatar

**CAREER OBJECTIVE:** To work for a pioneering technology and value based organization where working comes as a challenge, skills could be harnessed to upgrade once knowledge and simultaneously achieve organization's objectives in an efficient and self-motivated manner.

### **PROFESSIONAL FACETS:**

More than 10 years of experience

#### **Academic:**

Course	Institution	Year of passing
BBM	Bharathiar University Arts & Science college, Gudalur	2006
Plus two	St Thomas Matriculation Higher secondary, Ayyankolly	2003
SSLC	St Thomas Matriculation Higher secondary, Ayyankolly	2001

**Computer Knowledge:** Microsoft Word, Excel, Outlook Express & Tally 7.2,

**Valid Qatar driving licence**

#### **Company profile and Job responsibilities:**

***Saraya corniche hotel Doha, Qatar*** (September 28<sup>th</sup> 2022 to October 9<sup>th</sup> 2024)

**Designation: Driver/Delivery**

- Deliver messages, packages, and other items to various locations.
- Maintain accurate records of deliveries.
- Ensure timely and safe delivery of items.
- Maintain the company vehicle and ensure it is in good working condition.
- Communicate with clients and customers in a professional and courteous manner.
- Record the purchase materials bills in the software
- Sending QDC orders for purchase on weekly basis
- Staffs pick and drop.
- Deliveries, invoice submissions and collections all around Qatar in timely manner
- Purchase office stationaries
- Receive and deposit company cheques bank transfers

#### **Company profile and Job responsibilities:**

***The look Company – Doha, Qatar*** (November 15<sup>th</sup> 2011 to Dec 20<sup>th</sup> 2018)

**Designation: Driver cum installer**

#### **Job Responsibilities:**

- Deliveries of fabric, signage, backdrops, and flags for all the projects.
- Staffs pick and drop.
- Deliveries, invoice submissions and collections all around Qatar in timely manner
- Worked for all the projects across stadiums
- Purchase office stationaries
- Receive and deposit company cheques bank transfers

***Power Tech Contracting Company, C/O Larsen & Toubro, Gujarat*** (Jan 2009 to Dec 2011)

**Designation : HR Coordinator**

**Company Name:** Power Tech Engineers & Contractors pvt.Ltd– Gujarat.

POWER TECH ENGINEERS&CONTRACTORS. (Jamnagar – Gujarat) is major mechanical construction contractors in Reliance Petroleum, L&T and TATA with 4500 man power. They are undertaking project works like Erection, fabrication, Hydro testing, Housekeeping.

**Job Responsibilities**

- Coordinating Recruitment.
- Manpower mobilization project wise.

- Monitoring attendance in project site.
- Constantly monitoring any variance between the budgeted and actual salaries and headcount.
- Preparation of the monthly payroll based on the inputs. Collecting, calculating, and entering data in order to maintain and update payroll information
- The actual calculation of gross salary, statutory as well as non-statutory deductions, and arriving at the net pay
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Ensure deductions of all relevant amounts and as per applicable statutory laws like Income Tax, Provident Fund
- Releasing employee salary and issuing Pay slips to all employees
- Preparing Payroll and full and final settlements.
- Handling employee queries received through email / phone.
- Keeping staff's personal records.
- Prepare and reconcile general bank statements.
- Reconcile the register books (Store and Petty cash)
- Coordinating with site store for purchase.
- Monitoring tools store and maintaining duplicate stock records in office
- Monitoring accounts Documentation.
- Facilitation of labour camp.

**Company Name:** Continental Mercantile Corporation, Cochin (May 2007 to Dec 2008)

**Designation:** HR Executive

**CONTINENTAL MERCANTILE CORPORATION (Inc.)** is the flagship company of CONTINENTAL GROUP operating in fourteen countries having Multi-million turn over with diversified Human Resources Development, Overseas Manpower Recruitment, Executive Search, Tours & Travels and Event Management etc.

### **Job Responsibilities**

- Receiving job orders from mobilization and working based on job specification
- Recruitment through Advertisements, job portals and Data bank, Walk-in, and Internal References for specialized technical categories, and headhunting senior profiles
- Posting Vacancies in different Job Portals
- Interacting with the client for update regarding the shortlisted profiles
- Preliminary Interview for shortlisting candidates for client interview.
- Interviewing the candidates for client interview
- Conducting assessment Tests for screening candidates as per client requirement.
- Sending the selected candidates for medical
- Maintaining category wise database.
- Coordinating with media agency for releasing Ad.
- Organizes corporate events such as company's dinner, corporate trip, family day etc.
- Attends to employees' grievances and complaints; provides guidance if necessary
- Preparation of Reports.
- Provides feedback to the management to enhance a better and cordial working environment.

### **Talent Acquisition:**

- Determine current staffing needs and produce forecasts.
- Develop talent acquisition strategies and hiring plans.
- Perform sourcing to fill open positions and anticipate future needs.
- Plan and conduct recruitment and selection process.

### **Personal Details**

Date of Birth                      - 05-06-1985  
 Gender                                - Male

Fathers name	- A.J Francis
Nationality	- Indian
Marital Status	- Married
Language Known	- English, Hindi, Malayalam, Tamil, kannada
Passport No	- N 9957824
Emigration Status	- ECNR
Date of Issue	-19-07-2016
Date of Expiry	-18-07-2026
Permanent address	-Assariath H, Munanad.P.O, Nilgiris, Tamilnadu, Ayyankolly, 643239

### **Declaration**

I hereby declare that the above information statements are true to the best of my knowledge and belief.

Date: 27/09/2022

Jinson Francis