

**MOHAMED ILYAS SHAIKH**  
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## **SUMMARY**

Highly energized, positive and self-motivated individual with over 15 years of dynamic experience in Automotive, Manufacturing, Real Estate and Education industries with Indian and multi-national companies. Handled recruitment, onboarding & off-boarding, rewards & recognition, payroll, leave & attendance, policy formulation & implementation, HR records management, statutory compliance, grievance handling, exit formalities and all the operational and administrative responsibilities includes vendor management, facility management, asset & guest house management and infrastructure setup.

## **ACCOMPLISHMENTS**

- **The Super Star Team Award** for 'Innovation' and 'Customer First' category for the period of Jul-Dec 2016.
- **'Good Housekeeping & Exemplary Awareness of Safety'** runner-up trophy under 'Office Category-5S'.

## **EXPERIENCE**

### **Manager – HR & Administration**

**Jan 2017 – Mar 2021**

#### **Gulf Advantage Automobiles LLC – RENAULT, KSA**

- Handled recruitment, onboarding & off-boarding, orientation & counseling, rewards & recognition, payroll, leave & attendance, policy formulation & implementation, HR records management, statutory compliance, grievance handling, exit formalities and all the operational and administrative responsibilities
- Conducted Fun Zone under employment engagement activities
- Worked with the accounting and management teams to set budgets, monitor spending, and other expenses
- Planning, scheduling, and promoting office events, including meetings, conferences and training sessions.
- Procurement, Budgeting (Capex and Opex) and inventory management
- Handled administrative responsibilities include vendor & facility management, asset & guest house management and infrastructure setup.
- Closely monitor service request on intra-portal from various departments and ensure speedy and effective closure
- Review MIS reports on daily, weekly, monthly basis with team to ensure the priorities tasks and actions
- Review and approve all operational vouchers and invoices for internal & external customers
- Looking infrastructure setup & development for new/existing projects

### **Asst. Manager – HR & Administration**

**Mar 2012 – Dec 2016**

#### **Gulf Advantage Automobiles LLC – RENAULT, KSA**

- Handling HR process - joining formalities & induction, Employee separation, Rewards & Recognition, Inter-location & Inter department transfer process, Employee grievances, Disciplinary action, Counseling, employment related documents and benefits agreements (contracts, work permits, health insurance, etc) in collaboration with internal and external customers

- Resolving staff grievances and payroll matters and conducting training and development workshops related portal usage.
- Prepare and maintain all personnel related forms, letters, correspondences; memos and notices are accurately prepared, relayed and maintained
- Mentoring staff by guiding them in daily work & explaining company's processes/operations to achieve maximum productivity of a staff
- Coordinating and following up on various matters and activities for Western Region-KSA in coordination with domestic and overseas branches
- Maintaining appropriate systems for managing necessary aspects of administration and business support services
- Managing all air and ground travel and accommodation for employees and visitors for Western Region and ensure processes and approvals are adhered to and costs are within budget.
- Oversee supplier contracts, client contracts, leases, and other legal documents with PRO
- Coordinating and following up on various matters and activities for Western Region-KSA in coordination with KSA, UAE and Oman office HO
- Maintaining appropriate systems for managing necessary aspects of administration and business support services
- Oversee supplier contracts, client contracts, leases, and other legal documents
- Looking infrastructure setup & development for new/existing projects & facilities along with necessary government approvals

**Asst. Manager – HR & Administration  
Behr India Limited (Sanand, Gujarat)**

**Oct 2010 – Nov 2011**

- Handled Recruitment, Induction & Training, Confirmation & Appraisals
- Ensure an associates adherence to corporate HR processes & participation in calendarised events
- Initiate disciplinary actions in case of misconduct, conduct enquiries and award punishments
- Conduct retention meetings and exit interviews/formalities
- Ensure manpower availability and retention in line with plant needs
- Updates MIS for monthly HR reporting to Local head and Corporate HR
- Ensure legal compliance with respect to Contract labour, Factory Act, Pollution Control Board (CTE/CTO/Amendment etc..), Professional Tax, CNV Act etc...
- Liaise with Electric dept, Telephone dept, Police, Commerce & Industry Dept (as per MOU signed in Vibrant Gujarat), AUDA, GPCB, Labour & Factory Dept and other government bodies
- Interact with customers such as Tata Motors Ltd and outside contractors to schedule work as well as to understand and resolve problems
- Looking infrastructure setup & development for new projects along with necessary government approvals
- Organization management of the office area: Canteen supervision, Safety & Fire system supervision, Formulating arrangements for meetings and parties
- Organizing Meetings, Tours & Travels arrangements, Hotel bookings, Hostel management, Staff vehicle management
- Tracking of facility Operating Expenses 3rd Party Vendor payments as per agreed credit terms
- Raise Electronic Purchase Orders (EPR), Processing of Vendor Invoices, Generate Planned Preventive Maintenance Work Orders, Generate General Work Orders..Monitor & Coordinate timely completion of required service
- Oversee the development and management of the capital and expense budgets.
- Negotiations with vendors as per the product specifications, qty & value for projects

- Organize monthly communication meeting with staff to inform about employee benefits & updates as per management guidelines and also update company progress status such as monthly target and actual achievement, future plan etc.

**Asst. Manager – HR & Administration**

**Sep 2009 – Sep 2010**

**Anand Automotive Systems Limited (Gujarat)**

- Handled 3 projects namely Behr India Ltd, Gabriel India Ltd and Emcon Technologies (I) Pvt Ltd at Tata Motors Vendor Park, Sanand, (Gujarat). To look after entire projects from stone foundation to SOP including all government approvals
- Coordinate with architects, contractors, vendors, site office & corporate office.
- Monitoring and implementing facilities provided by concerned agencies for the smooth functioning on day-to-day basis.
- Handling Accounts Receivables, Account Payables and Invoicing to clients in coordination with company policies.
- Liaison with Electric dept, Telephone dept, Police, Commerce & Industry Dept (as per MOU signed in Vibrant Gujarat), AUDA, GPCB, Labour & Factory Dept and other government bodies
- Hiring contract labour for housekeeping, canteen, pollution free electricity & water supply, general office administration, etc.
- Coordinate with architects, contractors, vendors, site office & corporate office.
- Keeping track of the project health through project chart
- Coordinates deployment of manpower, contractors, material & equipment procurement
- Corresponds with contractors and vendors for approvals & payment
- Ensure the project conforms to the contractual agreement with the client and is completed within the allocated period of time & assigned budget. Verify the accuracy and quality of work

**Manager –Administration**

**Sep 2007 – Sep 2009**

**JBR Nirmaan Private Limited (Gujarat)**

- Reporting to the MD and leading a team of 6 personnel.
- Establishing and conceptualization of Admin related Process like, Stock Management, Hospitality & Facilitation.
- Developed all forms like Travel requisition, Resources requisition, Gate pass etc.
- Preventive and breakdown maintenance of AHU's (Ducting), Chillers, Tower ACs, Split ACs, Window ACs, Water Cooler
- Maintaining assets like Buildings, Equipments, Vehicles etc. for operational readiness
- Tracking of Facility Operating Expenses
- Tracking, verifying and filing all JBR Nirmaan staff claim forms
- Monitoring of all housekeeping/pantry/stationery consumables and ensure reordering
- Liaison with government bodies i.e. BSNL, AUDA, Municipal Corporation, for smooth operations across departments
- Negotiating and procuring of various office equipments
- Vendor and contract management (AMC) pertaining to various admin services
- Maintaining assets like Buildings, Equipments, Vehicles etc. for operational readiness
- Handled property exhibitions in 2007 & 2008 conducted by Axis Bank, Divya Bhaskar and GIHED in Ahmedabad.

**Project Coordinator****May 1998 – Aug 2007****ACE Computer Education Private Limited (A franchisee of NIIT)**

- Deputed in Gujarat under K-12 program to monitor contractual schools
- Checking the utilization and implementation of the product, liaison with Schools, monitoring at various levels
- Handling administrative operations of over 37 people across Gujarat
- Responsible for all admin and facility activity of the location
- Checking the utilization and implementation of the product to the client
- To assist in launching of new product at local management level
- To take surprise visit of the base subordinate from existing Schools
- To look after the payment affairs from the various Schools
- Follow the procedure & system for administration day-to-day functions
- Keeping track of Daily/Weekly/Monthly Reports of the base subordinates

**ACADEMICS**

- Master of Business Administration (HRM)

**PERSONAL DETAILS**

Date of Birth : 26th August 1975

Permanent Address : 27/1, Nandan Society, Bahai Centre, Shahpur, Ahmedabad-380001, Gujarat.

Languages Known : English, Gujarati, Hindi