



# ZAINUL ABEDIN ANSARI

Human Resource Manager

## PROFILE

Proven track record of delivering results by quickly adapting to new environments & developing solutions that support HR functions, enhance business productivity, boost sales activities, and improve operational efficiency.

## CONTACT

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Location:  
Vadodara, Gujarat, India.

## EDUCATION

**Gujarat University**  
Bachelor Of Arts  
General Studies & Humanities June-2012 to June 2017  
First Division

**Symbiosis Institute of Management**  
Certificate Course in Human Resources Development  
March-2019 to August-2019 Grade A

**Republic High School** Higher Secondary  
School Commerce  
June-2004

## WORK EXPERIENCE

### **HA'YA Projects & Management**

Senior Human Resources Manager  
November 2019 to Till Date

Specialized in staffing and recruitment, payroll management, employment background verification. Committed to providing reliable, responsive and value-added services to my clients.

- ❖ Managed end-to-end recruitment lifecycle, including sourcing, screening, interviewing, and onboarding.
- ❖ Administered employee lifecycle management, encompassing joining formalities, orientation, and documentation.
- ❖ Oversaw payroll, administration, and attendance management for all employees.
- ❖ Managed employee exit formalities, including final settlements, exit interviews, and offboarding processes.
- ❖ Maintained HR records and generated reports for workforce analytics and decision-making.

### **TripBorn.Inc**

Senior Human Resources Manager  
October 2016–October 2019 Ahmedabad, India

- ❖ Guided the team through organizational restructurings, creating a more flexible and cost-efficient workforce.
- ❖ Revised job descriptions at all levels by interviewing employees to ensure an accurate understanding of

- required duties and skills.
- ❖ Co-developed standardized disciplinary procedures and tracking systems, ensuring consistent and fair discipline processes while protecting the company.
  - ❖ Structured and implemented programs and policies for work reporting, sales force monitoring, and streamlined operational workflows through process flow-charts and new tools.
  - ❖ Implemented new payroll procedures to optimize and streamline the payroll process.
  - ❖ Reworked the new-hire orientation program to include HR information and company resources for better onboarding.

### **Up Man Placement Pvt. Ltd**

Manager Talent Acquisition

June 2015–October 2016 Ahmedabad, India

- ❖ Managed a team and handled end-to-end recruitment processes, from sourcing to closure.
- ❖ Sourced CVs from job portals and social networking sites, ensuring thorough screening, shortlisting, and scheduling of candidates based on client requirements.
- ❖ Coordinated with clients in the banking and NBFC sectors (e.g., DCB Bank, Kotak Bank, DHFL) to manage the recruitment process, including interview schedules and feedback.
- ❖ Followed up with clients and recruitment panels to gather feedback on candidate submissions and updated candidates accordingly.
- ❖ Conducted active follow-ups with offered candidates to ensure smooth transitions, providing guidance on joining formalities.
- ❖ Played a key role in maintaining strong relationships with clients and candidates, ensuring a seamless recruitment experience.

### **Ethos HR Projects and Management**

Senior Talent Acquisition

December 2013–July 2015 Ahmedabad, India

- ❖ Led a team and managed the complete recruitment

- lifecycle, from sourcing to closure.
- ❖ Sourced CVs from job portals and social networking sites, ensuring proper screening, shortlisting, and scheduling of candidates based on client requirements.
  - ❖ Collaborated with clients in the banking and NBFC sectors (e.g., IndusInd Bank, Bajaj Finance, and Edelweiss) to manage recruitment processes, including interview scheduling and feedback.
  - ❖ Maintained consistent follow-ups with clients and recruitment panels to collect feedback on candidate submissions and kept candidates informed.
  - ❖ Conducted active follow-ups with offered candidates, providing guidance on joining formalities and ensuring a smooth onboarding process.
  - ❖ Focused on fostering strong relationships with both clients and candidates to enhance recruitment efficiency and effectiveness...

### **Up Man Placement Pvt. Ltd**

Senior Talent Acquisition

January 2011 - April 2013 Ahmedabad Area, India

## **SKILLS**

- ❖ Recruiting & Interviewing
- ❖ Joining Onboarding
- ❖ Employee Relations
- ❖ HRMS
- ❖ Payroll
- ❖ Operation Management