



# ASHPHAK .A. MULLA

## HR Management | Administration

A principle-driven professional, scaling new heights of success with hard work, dedication & integrity; targeting assignments with an organization of repute



ashfakmulla2009@gmail.com



ashfakmulla1



+91-9964403603

HR Management

### Personal Details

Date of Birth: 27th August 1987  
Languages Known: English, Hindi, Kannada and Marathi  
Permanent Address: Plot No. 3527, Ramteerth Nagar, Belgaum 590002, Karnataka, India

### Profile Summary

- A competent professional with 15+ years of experience in HR Operations, Payroll Administration and General Administration in matrix structure with key focus on talent retention, optimal utilization of resources and organization development
- Skilled in leading manpower planning, talent acquisition functions with a track record of closing positions
- Resourceful in managing Joining & Exit Formalities, Payroll Processing, Grievances, and MIS backed by knowledge on standard terms & conditions of employment
- Excellence in designing and applying a comprehensive performance management, competency and compensation framework to support the business and achieve ambitious growth plans
- Successfully worked on different software – HR Master Access software, IDS Fortune Software, Hircraft software, HRMThread.
- Expertise in conducting employee engagement activities and maintaining effective employee relations by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies and so on
- Organized employee welfare activities like Employee of the Month, Employee of the Year, Sports Tournaments and so on
- Expertise in overall infrastructure and site facility management involving housekeeping, travel, canteen, safety & security, back office & front office, tenants & landlords and contract management
- Excellent communication and people management skills for leading personnel towards accomplishment of common goals

### Career Timeline

EEFA Hotel – VITS  
as Human Resource Executive

The Pride Group of Hotels as Asst. Manager Human Resource

Crowne Plaza Pune City Centre (IHG) as Assistant Human Resources Manager (HOD)

2008-2011

2011-2011

2011-2014

2014 - 2020

2021 – 2023

2023 – Till date

Talent Onions Recruitment Consulting as Senior Executive HR

Universal Resorts-Kuramathi Maldives as Human Resources Executive

Double Tree by HILTON as Assistant Human Resources Manager

### Core Competencies

#### Operational HR Mgmt.

Recruitment & Selection

Payroll & Statutory Compliances

Joining & Exit Formalities

Facility Management

#### Policy Formulation & Implementation

Performance Management

Talent Acquisition

Budgeting & Cost Optimization

Team Management

## Organizational Experience



Assistant Human Resources Manager- **October'23 – Till Date**  
Double Tree by Hilton Pune, India.



Assistant Human Resources Manager- **December'21 – October'23**  
Crowne Plaza Pune City Centre (An IHG Hotel) India.



Human Resource Executive **May'14 – September'20**  
Universal Resorts, Kuramathi Maldives, Republic of Maldives

Role:

- Managed over 1500 Staff & Reporting to the Director of Human Resources.  
Managing recruitment & selection of three resorts including a pre-opening 5\* resort  
Leading the overall HR & Admin. functions across the group  
Formulating, implementing and communicating HR & Admin. budgets, policies and SOPs in line with changing business environment  
Planning the manpower requirements as per project needs and conducting the recruitment as per planned budget  
Processing business visa, internship visa for short-term period of candidates along with renewals, work permit, and arranging accommodation for employees  
Partnering with colleges/ institutes from different nationalities for internship students during high occupancy  
Preparing offer letters, contracts of employment, job descriptions; maintaining employee database & personnel files  
Designing & planning the induction & orientation programs on policies, job roles for smooth absorption of employees  
Defining KRAs, evaluating performance against objectives and facilitating the employee promotion, transfer and appraisal  
Working on time-office operations, processing & verifying payroll to timely disbursement of salaries  
Maintaining statutory documents, resolving legal issues and ensuring timely renewals  
Assessing the cases of unauthorized absenteeism, negligence, insubordination, gross misconduct and planning suitable disciplinary actions through verbal counseling, written-cautioning, and warning, suspension & termination Handling disciplinary issues related to the resort  
Organizing employee engagements & welfare programs and ensuring prompt resolution of employee grievances & maintaining cordial employee relations  
Generating MIS reports on manpower, recruitment status, attrition reports, headcount, annual HR budget and daily manpower report for assisting in decision-making  
Maintaining an archiving system to monitor the dates relating to probationary periods, contract renewal, passport expiry and so on  
Ensuring food safety Asia standards are adhered to; especially in cafeteria, routine salmonella examination of staff returning from holidays.  
Inspecting team members' facilities, team members' Gym, Cafeteria, TV Hall for any maintenance related work  
Interfacing with agencies on different nationalities in order to recruit right candidate as per requirement  
Working with respective department for arranging all types of training and development of individual staff  
Assisting to Director of Human Resources to implement policies on employee related – Child Protection, Environment, Equal opportunity, Harassment & discrimination, Health Screen, Overtime Policy, Recruitment Policy, Passport & work visa Policy, Room & Baggage inspection, so on.  
Managing the general, office and site administration; monitoring the operations pertaining to housekeeping, security, transportation, pantry services, stationery, telecommunication, internal transport, overseas employee travel and so on



#### Significant Accomplishments:

- Planned and organized events and fun activities such as Yearly Staff Week Program, Indoor & outdoor Sports Activities, CSR Activities, Annual Day celebration, Employee of the Month, All Festival celebration for employee engagement and other common celebrations Utilized HR Master Access Software to track candidates and generate pre-employment documents

Assistant Manager Human Resource **Mar'11-May'14**

The Pride Group of Hotels, Pune

Managed HR functions including payroll for over 350 employees.

#### Significant Accomplishments:

- Ensured timely induction of new joiners, completed necessary paperwork and issued identity cards, uniforms, lockers for new employees
- Coordinated with managers and HODs for manpower requirement and led recruitment function to hire the best talent
- Maintained personnel files, attendance & leave records in the organization
- Managed Employee State Insurance (ESI) and Provident Fund (PF) and maintained the employee database
- Ensured statutory compliances of Labour, ESIC, PF & PT as per government norms
- Collated data & processed staff incentives/ bonus for employees upon recommendation of management or HODs
- Developed employee relations by organizing birthday celebration and annual functions
- Organized Employee of the Month Award ceremony for the staff to keep them motivated

Senior Executive HR **Jan'11-Mar'11**

Talent Onions Recruitment Consulting, Belgaum

#### Significant Accomplishments:

- Screened & selected candidates for interviews through different mediums
- Engaged with clients to gather their requirements
- Successfully negotiated offers for both clients and candidates

Human Resources Executive **Oct'08-Jan'11**

EEFA Hotel – VITS (Kamat Group of Hotels), Belgaum

#### Significant Accomplishments:

- Successfully managed payroll function for 170 employees basis the compensation plans, benefits, incentives and salary computation
- Issued warning letters, letter of demotion/ promotion to employees as per management instruction
- Managed recruitment function for new joiners, prepared MIS reports and organized annual functions & party

MBA (Human Resource Mgmt.)

from Symbiosis Center for Distance Learning, Pune in 2012

B.Com.

from Samiti Mirje College of Commerce, Belgaum in 2008

CCP: Certified Computer Professional

## Academic Details

## Soft Skills



## References

### Name : Ms. Supriya Pandita

Designation: Director of Human Resources  
Company: DoubleTree By Hilton  
Contact : +91- 8130693692  
Email : supriya.pandita@panchshil.com

### Name : Mr. Vinay Nair

Designation: General Manager  
Company: DoubleTree by HILTON  
Contact : +91-9986347634

### Name :Mr. Rizwan Ahmad Siddiqui

Designation: Director of Human Resources  
Company: Kuramathi Maldives  
Contact : +91-7007599041