



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



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HR Management

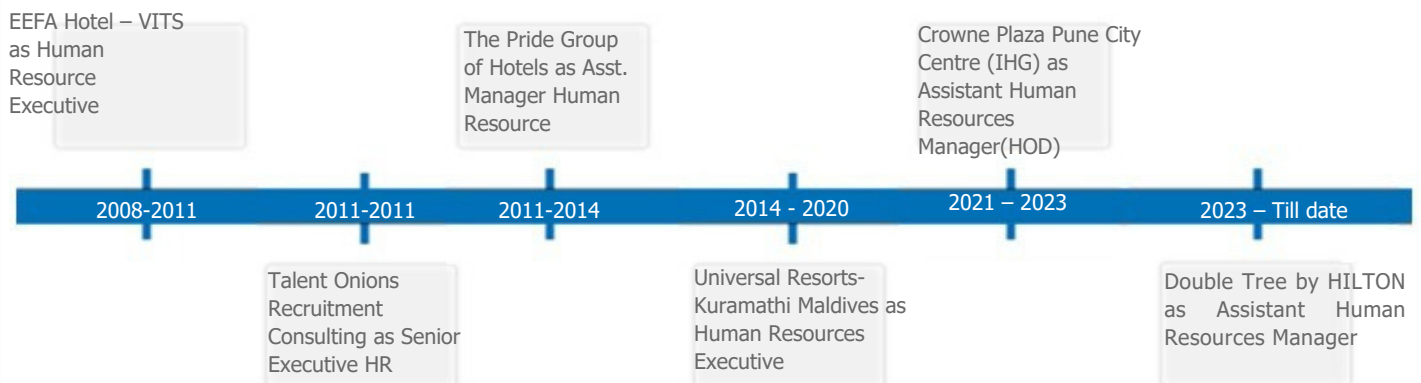
Personal Details

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, Hirecraft 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



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

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Name :Mr. Rizwan Ahmad Siddiqui

Designation: Director of Human Resources

Company: Kuramathi Maldives

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