



Salman Khan

New Delhi ,India

+916397830804

Salman.anwar.uk@gmail.com

Career Objective

Experienced and results-driven HR Executive with 7 years of expertise in the hotel industry. Proficient in managing end-to-end HR operations, employee engagement, and talent development. Seeking to contribute to the growth and efficiency by fostering a dynamic and compliant work environment.

Core Skills

Talent Acquisition & Workforce Planning
Employee Onboarding & Engagement
HR Policy Implementation
Payroll and Benefits Administration
Employee Relations & Grievance Handling
Training Coordination & Performance Management
HRMS Software & Reporting
Communication & Organizational Skills

Professional Experience

HR Executive/Officer

The Cove Rotana Resort Ras Al Khaimah- United Arab Emirates Mar

2023 - Mar 24. Recruitment and Talent Acquisition Sourcing, screening, and shortlisting candidates Coordinating interviews and managing recruitment processes.

Employee Onboarding and Orientation .Designing and conducting onboarding sessions.

Ensuring new hires understand company policies and culture.

HR Policies and Compliance .Developing and implementing HR policies.

Ensuring compliance with labor laws and regulations. Employee Records Management

Maintaining and updating employee databases.

Managing employee files and records. Training and Development Identifying employee training needs. Organizing workshops, seminars, and skill development programs.

Payroll and Compensation Management .Managing payroll processing and employee benefits. Addressing salary queries and discrepancies.

Performance Management Coordinating performance appraisals and feedback sessions.

Implementing strategies to improve employee performance.

Employee Engagement Organizing team-building activities and engagement programs.

Promoting a positive work environment. Grievance Handling and Conflict Resolution Addressing employee grievances promptly and professionally.

Mediating conflicts to maintain workplace harmony. Exit Management .Handling resignation processes and conducting exit interviews. Providing necessary clearance and final settlements.

HR Executive/Officer

Bin Al Sheikh Residence by Rotana – Doha – State of

Qatar September/2022 to February 2023

Recruitment and Staffing. Employee Onboarding and Induction

Training and Development. Payroll and Benefits

Administration Employee Relations and Engagement.

Support in Pre-Opening Operations. Pre-Opening

Planning and Coordination

HR Secretary

Downtown Rotana – Kingdom of Bahrain Jan 2018

June 2022

Coordinated recruitment processes, managing candidate sourcing, interviewing, and hiring.
Maintained employee records and ensured accurate payroll processing.
Implemented HR policies, ensuring compliance with labor laws and industry standards.
Fostered a positive workplace culture through effective communication and engagement programs.
Monitored employee performance and facilitated training sessions to enhance skills.

Achievements:

- Successfully reduced recruitment costs by [40%] through strategic hiring practices.
- Enhanced employee satisfaction scores by implementing new engagement initiatives.

Education

Bachelor's in Human Resource Management
University of Delhi

Master of Business Administration in Human Resources

Cardiff Metropolitan University, Cardiff - United Kingdom

English: Fluent

Hindi: Native