

RESUME

Name	S. Mohamed Mustapha
Date of birth	02/06/1954
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Email ID	smm92600@gmail.com
Health	Pleasing & professional appearance with sound health
Educational Qualifications	B.E. Mechanical graduate passed in 1976. M.B.A Post graduate in the year of 1980.
Additional Qualifications	TQM & ISO 9000:2000 and export management studied at Indian Institute of Quality Management, Jaipur.

Experiences

1.Toshniwal Bros (SR) Pvt Ltd, Madras-600 002.

(Manufacturers of Industrial instruments, equipments & meters Product)
Worked as **Product Executive** from 12th Aug, 1976 to 31st March'1980
Worked as a **Product Manager** from 2nd April 1980 to 17th Oct' 1984.

2.Radical Industries Limited, Ambala Cantt.

(Manufacturers of Industrial instruments, equipments & meters)
Worked as a **Marketing Manager** from 25th Oct'1984 to 8th May'1988
Worked as a **All India Marketing Manager** from 9th May'1988 to 30th
September'1993.

3. CPEC Limited, Bombay-400 012 (Industrial Gear Boxes manufacturers)

Worked as a **President-Operation** from 5th Oct'1993 to 13th Nov'1997.

4. Anchor Allied Factory Limited, Sharajah

Worked as a **General Manager** from 15th Jan 1997 to April'2008.

5. KSR Group of Companies, Tiruchencode.

Worked as a **President - Operation** from 5th July' 2008 to Aug'2015.

6. Olympic Industry Limited, Chennai.

Presently working as a **Senior Consultant** from Aug'2015.

Professional work experiences

- ❖ expert in handling All HR Function,
- ❖ Unions for wage & bonus settlements, exposed to all statutory & legal matters,
- ❖ Sound knowledge on Payroll Administration, handling external expert opinions, should have handled disciplinary issue proceedings like Enquiry, Retrenchment etc.
- ❖ Employee administrative functions related to the company
- ❖ Manpower Planning and talent acquisition and retention
- ❖ Performance Management System Liaison with Govt. Officials.
- ❖ Handle union, signed settlement, attended IR issues.
- ❖ General factory administration.
- ❖ Preparing company leave rules and regulations,
- ❖ Employee relations, employee welfare, performance management,
- ❖ Ensuring excellence in service delivery for HR Processes,
- ❖ Performance appraisal, Annual rewards
- ❖ Handling Manpower forecasting/talent acquisition/ induction/ Training/ competency mapping/ grievance handling.
- ❖ Retention strategy and Management
- ❖ Administration of all the office work.
- ❖ Coordination among branches and head office
- ❖ Gather all information, compile reports, maintain statistics, handle office expense, disbursement of salaries, payroll processing and other related works
- ❖ Loan Administration, Treasury Administration, General Administration, Accounts and Systems.
- ❖ Design Performance Management systems, implement and review constantly;
- ❖ Design and train for target setting and appraisal practices across the group
- ❖ Provide hands-on leadership to Organization by implementing HR Policy, processes and systems in all sites & HO Induction and retention strategies to be implemented,
- ❖ Ensure that company has a role to play in the efficiency of each employee
- ❖ Handle large work forces more than 1000, control them and clear all trouble shootings,
- ❖ Maintain high level housekeeping/cleanliness and safety standard production,
- ❖ Minimize the cost of production, correct utilization of times and timely achievement of production targets,
- ❖ Control all administration and adopt control techniques in production,

- ❖ Maintain the principles of Quality Management.
- ❖ Fulfill the requirement for ISO 9000:2000
- ❖ Development of ISO document with syndicate exercises
- ❖ Prepare correct documentation for ISO 9000: 2000.
- ❖ Implementation and certification for ISO 9000:2000
- ❖ All responsibilities in operations, maintenance and quality system in the factory.
- ❖ Control purchase department and stores.
- ❖ Coordinate with all head of departments and control of all staffs.
- ❖ Coordinate with accounts department and control all expenses.
- ❖ Control of all administration work in the unit
- ❖ Experience in efficient production and control more than five units,
- ❖ Handling machine maintenance and taking the overall responsibility of engineering dept in the manufacturing Unit,
- ❖ Motivate self starter with high energy level.
- ❖ Responsible for overall equipment time based maintenance activities,
- ❖ Manpower Planning, Recruitment & Selection, Training & development, Performance Appraisal , Employee Relations, Employee Engagement & Development have managed the employee strength in the range of above 1000
- ❖ Selection and recruitment, employment contracts, training, remuneration strategy, compensation and benefits,
- ❖ Recruitment, training and development of marketing and sales staffs.
- ❖ Yearly budgeting, fix up product pricing, costing and plan of work to achieve the target in production for growth of the company.
- ❖ Strong commercial acumen and sharp business acumen.
- ❖ Coordinate with marketing department to launch new and development of new dealers.
- ❖ Responsibilities for meeting production target.
- ❖ Excellent motivation skills and excellent administrative skills.
- ❖ Excellent man management skills and good leadership quality.
- ❖ Excellent communication skills and excellent decision making skills.
- ❖ Manage strict manpower operations.
- ❖ Monitor and evaluate production performances on daily basis,
- ❖ Retain competent and vibrant production team.
- ❖ Ensuring the periodic training to the production forces,
- ❖ Maintenance of equipments, tools and machineries and immediate rectification of all machinery problems,.
- ❖ Keep eye on marketing activities and track changes in attitude/activities
- ❖ Conduct regular production meeting, seminars and conferences
- ❖ Ability to identify the employee and activate him in a motivation environment.

- ❖ Immediate clearance of all trouble shooting in all machineries.
- ❖ Maximum achievement of production share and profitability.
- ❖ Develop good infrastructure and organizational behaviors.
- ❖ Effective product displays and maintain infrastructure of each showroom.
- ❖ Organizational planning, control, motivate and activate the people.
- ❖ Regular submission of feedback report to the managing director.
- ❖ Handle independently over all operations and hands of management style with total control over day to day operations.
- ❖ Ensure Compliance under Shops & Establishment Act, Employees Provident Fund Act, Employees State Insurance Act, Contract Labour Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act. Recruitment at all levels and for all functions within the organization.
- ❖ Day to day HR management, Personal development of employees & Payroll management, Payroll is managed by the centralized payroll team for both in house and outsourced employees.
- ❖ periodically interact with the centralized payroll team to provide the following data of the store staffs:
- ❖ Facilitating Performance Appraisals, Coordination between labour and management.
- ❖ Knowledge of various labor laws.
- ❖ Performance Management-Review and Improvement.
- ❖ Leadership Development for employee engagement & retention.
- ❖ Sensitive handling of employee issues. Employee retention and satisfaction strategies.
- ❖ Capable to Head the HR /IR Functions of the Manufacturing Plants.
- ❖ Ability to develop strong team in each department.
- ❖ Plan, manage, develop and motivate the HR team according to Company's culture/ philosophy,
- ❖ Monitor and guide team members to overcome team and personal challenges,
- ❖ productivity & wage settlement, Compensation management.
- ❖ Manpower Planning, Recruitment & Selection, Induction, Performance Management, Compensation, Reward & Recognition and People Engagement,
- ❖ Represent the Company in all legal matters.
- ❖ Proven track record of high performance
- ❖ Capabilities and developing potential of employees to meet current and future business,
- ❖ In the recruitment, select the right profile for the right job,
- ❖ Performance review and enhance people capabilities continuously for meeting,
- ❖ Business challenges in the changing environment through identification of business needs,,

- ❖ Giving effective motivation programme like Conducting Employee Satisfaction Survey, developing competitive salary structure through survey Review and develop People Policies for changing needs, Counseling, Talent retention etc,
- ❖ Identify people talents, develop and implement career development plan,
- ❖ Organizing Internal conventions and participation in external conventions and competitions,
- ❖ Budgeting of employee cost, training cost and overheads and managing cash out flow within budget
- ❖ Ensure timely completion of Projects, ensure smooth operations and constantly look for business development opportunities,
- ❖ Ensure total compliance with Policies & Procedures of the Group and rules & regulations under various statutes Ensure proper study and follow-up Administration,
- ❖ Ensure smooth functioning of administrative processes such as welfare, time-office, payroll, employee services etc,
- ❖ Strong inter-personal skills,
- ❖ Principal Accountabilities. Drive & meet
PAN India staffing requirements for Stores staff on time,
- ❖ Provide the necessary support to the Stores Operations team during new store openings
- ❖ Facilitate the new joiners to complete all the joining formalities
- ❖ Educate the new joiners on the Company philosophy, various policies, systems, procedures & culture of the company.
- ❖ Efficiently manage the entire remote on boarding process.
- ❖ Coordinate with the Stores Operations team to ensure a smooth delivery.
- ❖ Payroll is managed by the centralized payroll team for both in house and outsourced employees.
- ❖ The existing Incentive schemes need to be relooked and modified on an ongoing basis.
- ❖ Review of training effectiveness
- ❖ Instill a performance Oriented culture among the store staffs by implementing Rewards & Recognition schemes
- ❖ Monitor the status of statutory compliances and develop plans to achieve 100% compliance by conducting periodic audits.
- ❖ Liaise with Government Authorities – Labour Department for registrations
- ❖ Employee Connect- One to one interaction with store employees to understand their motivational levels and expectations from the Company for the requirement of connecting with employees on a periodical basis in person.
- ❖ Generate different types of monthly MIS Reports pertaining to Head Count, & analyze Productivity of various stores across regions.
- ❖ Conduct a Study to understand the satisfaction levels of loyal customers of

Color Plus.

- ❖ Interact with Marketing Team to understand the Customer Loyalty Programmers.
- ❖ Correct control of security systems.
- ❖ Administer competitive compensation and cost effective benefit programs in line with the industry.
- ❖ Keep track of the best HR practices and policies followed in the industry, and any changes in government rules, local labor laws and policies.
- ❖ Work with management to help draft and supply updated and useful information such as reports, relevant policies, and/or disciplinary documents.
- ❖ Administer personnel policies and make relevant recommendations.
- ❖ Educate and train employees to improve performance. Encourage teamwork by effectively addressing personnel concerns.
- ❖ Counsel employees and management by interpreting company culture, values and policy, and employment law promptly and accurately.
- ❖ Investigate and resolve Employee Relations (ER) and related issues.
- ❖ Ensure information is communicated appropriately within the company.
- ❖ Maintenance of all vehicles in the company.
- ❖ Liaison with all Government offices.
- ❖ Work with legal counsel as appropriate.
- ❖ Leadership development, Career Planning, training, functional development and evolution
- ❖ Work with local Accountants, Insurance Companies, Provident Fund authorities, and related government agencies as and when required effectively communicate employee relations issues to management.
- ❖ Improve the performance and efficiency of Human Resources areas by identifying, measuring and analyzing area processes.
- ❖ Facilitate meetings to resolve issues. Provide objective feedback; make recommendations on issues as appropriate for both individual employee and managers.
- ❖ Adopt and implement modern technology for quality development
- ❖ Follow and improve department processes.
- ❖ Conducted many awareness programme s such as Alcohol, Norcotic, smoking, HIV/AIDs, Environmental, all social welfare in all schools,
- ❖ Colleges, engineering colleges, medical colleges and many Universities.
- ❖ Developed many rural/ village areas and full fill their needs.
- ❖ Programmes conducted for employment opportunities, training, orientation programme s.
- ❖ Income source arrangements to low income family, widows, handicapped people.
- ❖ Free medical camp s in all specialist for all diseases.
- ❖ Cooperate with all central & state government in all schemes for all welfare

- programmes and full fill.
- ❖ Helping all schools & colleges and supply all educational/ promotional materials.
 - ❖ Providing all kinds of helping work & assistant in all kinds of disasters such as fire, flood, earthquake, community up heavals and emergency activities affected normal life of people in projected areas.
 - ❖ Solving unemployment problems by start up small scale industries with full finance support.

S. Mohamed Mustapha



