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|  |  | EDUCATION |
|  | **Maharashtra College**  HSC – 71% -2015  **KC College**  B.COM – 6 CGPA -2018  **Mumbai University**  M.COM – 84% -2022 |
| Abu Hurairah Shaikh  Hr Manager Profile Abu is a Human Resources Manager, He has over 8 years of experience in managing the entire operations and P&L of the company, as well as handling employee and client grievances. He is a certified recruiter and a skilled communicator who excels at permanent placement and relationship building.  Abu is an experienced HR professional with expertise in the food and FMCG industry. Throughout my career, I have specialized in various facets of human resources, including talent acquisition, employee relations, performance management, and strategic HR planning.  Expert in Corporate requirement, General trade, Modern Trade, Institutional Sales, Export Sales, Horeca Sales. CONTACT PHONE:  9372223960  LinkedIn:  https://www.linkedin.com/in/abu-hurairah-shaikh-94798520a  EMAIL:  Habu52468@gmail.com |  | WORK EXPERIENCE |
|  | **Tyro Ventures - July 2022 – Till Now**  **Head Hr - HRBP**  In my current role, I have led the firm to achieve 20% year-on-year growth and has worked with a wide range of corporate clientele and education institutions. I have had the privilege of working closely with Heads of Departments (HODs) to develop and implement HR strategies that align with organizational goals. My collaborative approach has fostered strong relationships with key stakeholders, enabling me to effectively address workforce challenges and drive continuous improvement  **Recruitment & Selection**   * Managing end to end recruitment cycle. To negotiate on employment contract terms for   all positions.   * Meeting with HOD’s of (Clients)organizations to understand and develop Hiring plans * Closing critical position in given TAT * Making sure companies target are met * Handling team of 7 Recruiter, looking after their daily activities and work quality * JD and KRA’s for the candidate and screening resumes for key job requirements. * Closing Senior and Mid-Level positions – Specialize in (FMCG, FOOD, Retail, Manufacturing) Industry * Closing Junior and Mid-Level Position trough team * Managing Day to Day Activities of team * Negotiations on Behalf of clients for Successful closure * Hiring for own company (Recruiters, Business Development, Interns)   **Training & Development**   * To conduct trainings like Motivational, Personality development, and Code of Conduct for   the employees.   * To provide training of Recruitment, Portals , Interviews to New Joiners * Constantly updating team with new recruitment trends * Creating and Developing training programs to enhance employee skills and career development * Created Training module for new joiners and Freshers and interns   **Performance Appraisal**   * Introduced Self Appraisal evaluation forms in English and Marathi. * Introduced parameters and calculation on which an appraisal would be calculated. * Introduced various incentives programs for technical and non-technical team. * Conducted Weekly, Monthly, Quarterly And Annual Meeting to give feedback on performance and planning to achieve goals.   **Operations and Payroll (Admin)**   * Managing Monthly Payroll * Leave Management, Time Management, Deductions * Loan Management, EMI Calculations * Invoice Preparation and approvals * Following up with Clients for Payment of Invoices * Budget v/s Expenses Calculation and Management * Preparing Quarterly and Annual Plans and budget and achieve company goals * Started Employee of the Month Events   **Employee Relations and Engagement**   * Managing employees’ relations and resolving issues * Conducted team bonding exercises * Have weekly/monthly one on one with team members to understand challenges and difficulty faced and guiding them for the resolution * Conducting various engagement activities and competition   **Me N Moms - FMCG**  **Hr Generalist (Sales HR)**  **March 2022 – July 2022**  Handling pan India recruitment for FMCG and Retail Background  Coordinating and making recruitment and budget plans with deputy National sales manager, Regional sales manager for their requirements  Grievances handling – Providing clear and fair resolutions, explaining the rationale behind the decisions  Conduct fair and thorough investigation gathering all the fact and interviewing involved parties  End to end recruitment (Sourcing to onboarding)  Negotiations of selected candidates and sharing offer letter  Taking Monthly Reviews of Under Performing Sales Staff motivating and guiding them with the help of L&D team to enhance their performance  Exit Interviews – Gathering honest feedback from the candidates and purpose of leaving so we can improve the department or any underlying issue  Spine Training  Basic knowledge and assisting in Spine Hrms Portal  Employee engagement events  Induction, negotiations, headhunting  Handling General trade, Baby Trade , Modern trade Institutional Sales, Export  Retail Store Requirements – Store manager , Area Manager , Operations Manager , Regional/Zonal Managers  Head Office Requirements  Handling all the Sales Requirement Pan India  **Recruitment Firm**  **HR Manager**  **Industries worked for (FMCG, MNC’s, Consulting Firms, Manufacturing Industries, ETC)**  **Nov 2019 - March 2022**   * End to End Recruitment * Handling Appraisal and Performance review of Internal team * Grievance Handling * Hiring Interns/ Recruiters and training them for Company * Induction of new Joiners * Coordination with the candidates * Sourcing profiles from various job portals, references & social media * To Ensure positions are getting closed within given tat * Handle multiple clients, bring new clients * Meet with clients regularly to understand thier requirements * Handle team, daily allocation of task monthly review their progress * Training the team about different position and helping thier reach the monthly targets     **Uber Private Ltd**  Team Leader- Contractual  Feb 2019 to Oct 2019   * To ensure targets are met * To aggressively call people (driving partners) in to the counseling sessions * To educate people about women’s safety   **Tyro Ventures**  HR Intern  Oct 2016 to May 2018   * End to End Recruitment * Coordination with the candidates * Sourcing profiles from various job portals, references & social media * To Ensure positions are getting closed within the given TAT |
|  | SKILLS |
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