Mobile: +91- 9560512045; 8083354043 Email: zaferhr@gmail.com

Job target**: SR.HR Executive/Any Suitable**

**Career Objective**:

To excel in the field of HR department while utilizing self knowledge and skills for the mutual benefits and become a successful HR Professional.

**Synopsis**

* A result oriented professional with 10 years of exposure in **HR/Admin./PM/IR** **(Human outsourcing recruitment).**Expertise in handling a diverse range of operations entailing HR/PM/IR Management. Proven track record of developing procedures, service standards and HR policies, planning & implementing effective control measures to reduce running costs of manpower sourcing. **Expertise in HR and Industrial Relation**. Experience in senior HR Role, with a strong focus in **HR development** and **Personnel management.**
* Analytical ability and comfortable in a highly computerized environment, preferably in HR Focus. Good knowledge of HR sourcing based in overseas- USA, Europe, Asia Region. Excellent communication, inter personal, liaison and **problem solving skills** with the ability to work in multi-cultural environment.

# Human Resource

* Recruitment Management
* Workforce Planning
* Training Needs Analysis
* Absence Management
* Overtime Management
* Performance Management
* Leave Management
* Promotion and Transfer
* Communication skills
* Grievance Handling
* Disciplinary Matters
* Team-Working Management
* Compensation & Benefits
* Industrial Relation Management
* Exit Interview & Process

**Deep Construction Co. Pvt. Ltd.** (New Delhi)

POSITION: SR. HR Executive ; June,2015 to Present

**Job Responsibilites**

* Responsible for preparing & maintaining H.R. related records
* Frequent employee meetings.
* Update medical insurance record of the employees.
* Responsible & Accountable for End to End Recruitment for the entire requirement Collecting & discussing specific Manpower Requirements with respective HOD and getting it approved by Managing Director.
* Managing all the employee benefit plans.
* Creating employment offer letter.
* Conduct new employee orientation and assist them company welfare & benefits.
* Prepare memos, letters, and other documents.
* Salary process and managing employees benefit plans.

** Ambattur Clothing International W.L.L.** (Isa Town, Bahrain)

POSITION: SR.HR Executive; Sept, 2012 to April, 2015

**Job Responsibilities**

* **Recruitment & Selection**   
  • Responsible & Accountable for End to End Recruitment for the entire requirement Collecting & discussing specific Manpower Requirements with respective HOD and getting it approved by Managing Director.    
  • Short listing the profiles sourced by the recruitment executive.   
  • Sourcing profiles for the Senior Positions & Key Positions.   
  • Conducting HR Round of Interviews, Salary Negotiations & Offer Finalization.
* **Performance Management**   
  •Responsible for managing the entire Performance Management Cycle (Annual, Confirmation)   
  • Monitoring & Managing the Performance deviations.
* **Welfare &** **Benefit Policies**   
  • Responsible for end to end annual compensation & benefit exercise. •Managing all the employee benefit plans.   
  • Proposing new benefit plans to the management. • Assisting Director on the Annual Personnel Budgeting.   
  • Overseeing the Monthly Payroll Management and Salary Processing. • Drafting & reviewing all personnel policies (Drafted Leave, Holiday, Travel, Variable & Incentive, Grievance Redressal, Reward & Recognition, and Corporate Medical Insurance Policies etc.)
* **Industrial Relation**   
  • Maintaining harmonious Employee relation through:   
  • Employee Counseling   
  • Effective Grievance Handling   
  • Maintaining High Employee Morale   
  • Reduction in Industrial Disputes   
  • Frequent employee meetings & Pulse Check.
* **Statutory Compliance**   
  • Compliance of statutory obligations under various labour and industrial laws.   
  • Maintaining satisfactory relationship with government authorities

# Professional Experience

**Shade Corporation Ltd.**  (Dammam, Saudi Arabia)

Position: SR. HR Officer; Sept, 2010 – Aug, 2012

Shade Corporation Ltd is a general contractor deals in Civil, Electrical, Mechanical and landscaping and has completed various projects like industrial, commercial and site development.

JOB PROFILE

* Human resource duties such as recruitment and selection for local applicants and overseas applicants.
* Prepare job advertisement and forward it to overseas agent after Management approval.
* Coordinating with overseas recruitment agent.
* CV short listing and inform to the Management.
* Conduct Screening interviews
* Creating employment offer letter and Agreement paper.
* Conduct new employee orientation and assist them company welfare & benefits.
* Arranging paper work for new staff’s medical**.**
* Addition and Deletion of staff records in the HRMS.
* Prepare memos, letters, and other documents.
* Managing staff performance and staff promotion and increments.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Schedule and coordinate meetings, interviews, appointments, events.
* Perform exit interviews and generate appropriate paperwork for corporate.
* Preparing vacation/Exit full and final settlement of the employees.
* Visiting camp to survey the living conditions of the employees and report to the management.

** Al fara'a General contracting company. (L.L.C)**  (Abu Dhabi, U.A.E)

Position: Human Resource Coordinator; Nov, 2008 to Aug, 2010

JOB PROFILE

* Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures, and reporting in compliance.
* Coordinating with oversea recruiting agencies and provide them by required documentations to finalize the employment procedures for international employees.
* Responsible for collecting original passports, contract papers, medical reports and resumes.
* Update medical insurance record of the employees.
* Make travel arrangements for new employees.
* Preparing passport and iqama expiry list, inform all concerned through email and notice boards.
* Preparing the notice of license expiry and forwarding to all concern, and camps for placing it in the Notice Boards.
* Maintains employees' records and arranging necessary documents and track employees reporting, absence, vacation days and exit full & final settlement.
* Procedures to resolve employee’s problems.
* Up-date important documents and records.
* Activate employees ID card/punching card and printing.
* Payroll maintenance, employee loans, maintains bulletin boards and all legal postings in facility, etc.
* Preparing and analyzing monthly payroll, and ensuring the accuracy of payroll functions.
* Implementing changes leading to best practice operation using ERP.
* Analyzing and exploring possible reasons for staff turnover.
* Employee’s welfare & benefits and resolve the issues.

 **Dev Musco Lighting Pvt. Ltd.** (New Delhi, India)

Position: Human Resource Executive; Jun, 2006 – Oct, 2008

JOB PROFILE

STATUTORY COMPLAINCES & EMPLOYEE WELFARE

* Maintaining Personal Files of Employees
* Responsible for preparing & maintaining H.R. related records
* Ensuring Statutory Compliances pertaining to Attendance, Leaves, PF and ESI etc.
* To complete the full & final settlement of employees
* To handle Group Mediclaim / insurance policies of employees
* To handle third party contractor

RECRUITMENT& SELECTION

* To assist Head-HR in recruitment process
* To screen / conduct the initial interviews
* To update the induction kit & to induct the new employees

 PERFORMANCE MANAGEMENT

* To assist Head-HR in Performance Appraisal exercise
* To handle the increments exercise

MANAGEMENT INFORMATION SYSTEM

* Preparation of other H.R. MIS Reports.

### OTHERS

* To handle other administrative responsibilities & issued related to fleet management.

**Summer Training**

 **Bokaro Steel Plant, SAIL (India)** (Bokaro, India)

Position: HR Trainee Duration of Training – 6 weeks

Project Title: IR (Industrial Relations) A study on importance of trade union in Bokaro Steel Plant under the supervision of steel Authority of India Ltd.

# Educational Qualifications

University of BRABU, India Jun 2006

Degree: MBA (Master of Business Administration)

Specialization: HRM (Human Resource Management)

Degree: B.com (Bachelor in Commerce)

Main: Accounts

# Language, Computer and other Skills

* Language skills: Fluent in English (Speaking, written and writing)
* Computer skills: Proficient in Microsoft Windows, PowerPoint, Word, and Excel and Focus.

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* Establishing workplace policies and procedures.
* Industrial relations knowledge.
* Training and development skills.
* Managing recruiting and selection processes such as, job analysis, job description, interview preparation and selection a right employees.
* Mediation and conflict resolution skills
* Managing employment termination processes such as, redundancy, retirement, redeployment, resignation, dismissal and conducting exit interviews.
* Managing performance management processes such as, performance appraisals techniques.
* Managing remuneration and employee benefits.
* Managing human resource services such as, developing a service level agreement.
* Background in Focus ERP software for human resource
* I have a high level of professional verbal and written communication skills. I am fully capable and willing to work with all levels of staff and management.
* Event Management and Presentation skills
* Time Management Skills
* Ability to write reports and documentation
* I have good social skill to work either independently or as part of team.

# Personal Information

* Nationality: Indian
* Birth Date: 30 Dec, 1981
* Gender: Male
* Passport valid: 21/06/2025
* Passport No. Z3227243

# References

* Sajjad Ilahi (Marketing Head) +91-8080652881
* Sohail Ahmad (HR Manager) +91-9210080021

**DECLARATION**

I to the best of my knowledge certify that above information is correct and complete.

**DATE:**………….

**PLACE**:………… ZAFER HUSSAIN