



SABIR NIRWAN (Immediate Joiner)



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Key Skills

End to End Management of PAN INDIA & Global /Overseas /GCC Recruitment /Talent Acquisition

Vendor Management
(Having Network of more than
300+ vendors at PAN INDIA
Level to fulfill any Position at
PAN INDIA Level or for any
Gulf /Overseas/Abroad
Location

End to End National & Overseas
Talent Acquisition & HR
Management

Client Relationship
Management worldwide

Team Management (Handled
Team of 50+ employees at a
time)

Manpower Management

Convincing Skills (Clients &
Candidates)

Employee Relations

HUMAN RESOURCE / PAN INDIA & GLOBAL / OVERSEAS/GULF /GCC TALENT ACQUISITION

Possessing 17+ experience in Operations of Human Resource /Talent Acquisition /Recruitment processes and procedures and a proven track record of providing support to Clients worldwide.



Profile Summary

- ▶ A high level Human Resource / PAN INDIA & Overseas/Gulf Recruitment/Global Talent Acquisition professional with a flair for Human Resource Operations , recruiting, planning and analysis. I have superior communication skills in written and spoken English and excellent experience in employee relation, functional planning and performance management, specialized in handling multi-cultural employees

Manpower recruited for Domains / Industries across all Hierarchy i.e Blue & White collars (PAN INDIA & for GCC/ Gulf Countries)

Information Technology(IT) , Real Estate , Construction , Engineering , Manufacturing , FMCG , Edutech , System Control , Robotics , Oil & Gas , Power , Hospitals , Hospitality ,EPC, MEP, BFSI , Agricultural , Automotive ,Aviation , Electronics , Chemical & Pharma, Furniture

CAREER PROGRESSION

From 19/01/2023 Till 30/11/24 Worked at DFH – Retail Furniture Industry handling PAN INDIA Talent Acquisition & Human Resource Generalist activities of 200+ Employees. (Successfully completed almost 2 yrs here)

**Current Designation -- General Manager - Human Resource
Reporting to -- CEO**

HRM Strategy & Leadership:

- ✓ Develop and execute HR strategies/Policies and initiatives in alignment with the company's overall mission and goals.
- ✓ Drive the development and implementation of HR Policies and procedures, ensuring compliance with labor law and regulation.

Talent Acquisition/Recruitment

- ✓ Leading the Entire Recruitment Process
- ✓ Manpower planning as per Business and operational needs and to make sure 100% people strength at all levels in Budget Finalized by the management.
- ✓ To ensure manpower planning exercise is in line with the business goals of the company.
- ✓ **Talent Need Analysis** :-Conduct a thorough analysis of the organization's talent requirements by partnering with hiring managers and department heads. Determine the skills, qualifications, and experience needed for various positions and develop job descriptions and specifications accordingly.
- ✓ **Recruitment Planning**:-Plan and execute recruitment initiatives to attract top talent. This involves devising creative sourcing strategies, including job boards, social media, professional networks, referrals, and direct sourcing methods. Create and manage recruitment campaigns, job advertisements, and employer branding efforts
- ✓ **Candidates Sourcing & Screening**:- Identifying potential candidates through various channels and proactively source passive candidates. Review resumes, conduct phone screens, and shortlist qualified candidates for further interviews. Use appropriate assessment tools and techniques to evaluate candidates' skills, cultural fit, and potential for success within the organization.
- ✓ **Recruitment Metrics** :-Track and analyze recruitment metrics, such as time-to-fill, cost-per-hire, source effectiveness, and quality of hire. Prepare regular reports on talent acquisition activities and provide insights and recommendations for continuous improvement.
- ✓ To conceptualize, create and ensure implementation of recruitment strategy, to launch new initiatives to help in easy and cost-effective sourcing; to analyze competitors & their activities.
- ✓ To design and develop succession planning for a seamless transition.
- ✓ Collaborate with the organization's leadership team to create a comprehensive talent acquisition strategy aligned with the company's goals and objectives. This involves understanding the company's current and future talent needs, identifying sourcing channels, and implementing effective recruitment strategies.
- ✓ To proactively ensure development of second line leaders and empowerment, transparency in operations.

Employee Retention and Attrition Management

- ✓ To design proactive retention strategies, ensure attrition for top talent is at the minimum.
- ✓ To review retention policies timely and ensure implementation at all locations.
- ✓ To develop best practices approach for minimizing employee turnover at all locations
- ✓ Employee Exit Interview feedback to curb attrition and areas of Improvement.

Change Management

- ✓ Implementing effective HR Policies, Procedures & Systems while drafting, processing, implementing, evaluating and redesigning them as per the business plans & its roll out program.
- ✓ Partner with business leaders to proactively identify engagement areas, develop career path for employees, create training plans and follow-throughs and address performance concerns.
- ✓ Provide leadership, strategic direction and establish guidance for the HR function.

People Management

- ✓ Responsible for proactive communication with senior management on the performance of personnel
- ✓ Responsible for obtaining Senior Management Team approval and funding for proposed strategies and plans and welfare projects.

- ✓ To create an empowered and enjoyable workplace, and performance based culture, stay abreast with the latest in human resources globally and implementing the best people management practices.
- ✓ Responsible for critical interfacing internally with all departments and functions.

Compensation & Benefits

- ✓ To design and develop employee friendly, fair, and equitable compensation policies.
- ✓ Ensuring that appropriate grading & salary structures are in place to recruit, retain and motivate staff, congruent with the organization's desired culture
- ✓ Handling Compensation & Benefits on various remuneration policies, including pay packages for newly hired employees and executing the same, preparing salary inputs to be incorporated on a monthly basis.
- ✓ Overview compensation and benefits function, including developing and implementing appropriate compensation and reward strategies, conducting external benchmarking exercises, recommending relevant changes to the compensation policies and practices, and administration of compensation benefits.

Performance Management Systems

- ✓ Design & Evaluates Performance Management System (PMS) and advises necessary changes.
- ✓ Assist in the Performance Appraisal Cycle. Involve in Identifying gaps; evaluating potential solutions; implementing changes; Coaching and Counselling the Managers and Employees.
- ✓ Address all concerns around performance and ensure that all employees are aware of the benchmark in the industry.
- ✓ Manage/drive processes and support culture relating to mentoring, counselling, goal setting, performance feedback and career planning.

Employee Engagement, Employee relation

- ✓ Recommending suggestions to the management based on employee's feedback (through skip level and other open forum meetings), for enhancing employee camaraderie.
- ✓ Successfully build and leverage corporate partnerships with multiple vendors to drive employee satisfaction through employee discounts at partner outlets for entertainment and Health and Wellness initiatives for employees Pan India
- ✓ Ensuring prompt resolution of Employee grievances and Disciplinary action to maintain cordial management-employee relations and achieve dedication by workers and also employee grievances and queries related to salaries leave policies, attendance and performance attendance pay & employee compensation.
- ✓ Designing & implementing rewards and recognition program.
- ✓ To Drive Employees Engagement initiatives and Program. Celebrating B'days Employee of the Month celebration & facilitation Organizing Picnics, parties etc. Thumbs Up Initiative.
- ✓ Various employee engagement activities like various sports activities.
- ✓ Coordination of engagement activities like Town Hall, Fun Fridays, and Integrating New Talent

Company Branding

- ✓ Develop and promote the organization's employer brand to attract and retain high-quality candidates. Collaborate with the marketing and communications teams to create compelling employer brand messages and materials, including job descriptions, career websites, social media content, and employee testimonials.

Training & Development

- ✓ Overseeing Formulation of Training Policy for the organization along with Trainer
- ✓ Oversee the design, development and delivery of training along with Trainer
- ✓ Identify the training needs on the basis of gaps in skills/competencies and the business needs.
- ✓ Finalize the annual training budget and the training calendar.
- ✓ Training feedback analysis.

Statutory Compliance:

- ✓ Handling and liaising with statutory compliance and Legal Matters such, as Labour Commissioner, Factory Inspector, PF, ESIC, and etc.
- ✓ Ensure 100% HR compliance with all statutory requirements. Handle all issues, grievances and disputes, resolve it to ensure the smooth functioning of the operation.
- ✓ Liaisoning with the various external government departments and agencies as required.

External & Internal Stakeholders Relationship Management:

- ✓ Establish and maintain relationships with external recruitment agencies, job portals, universities, and professional associations to tap into diverse talent pools. Build strong partnerships with internal stakeholders, including hiring managers and department heads, to understand their recruitment needs and provide guidance on talent acquisition best practices.

Staying abreast with Latest Industry Trends:

- ✓ Keep abreast of industry trends, best practices, and emerging technologies in HR & Talent acquisition. Continuously seek opportunities to enhance recruitment processes, tools, and methodologies to ensure the organization remains competitive in attracting top talent.

July 2018 – November 2022 with WINGS HR CONSULT ANT (Pune) (PAN INDIA & International (Overseas/Gulf) HR / Recruitment)



Designation -- HR & TA Head (Strategic & Operations)

Reporting to :-- Chairman

Direct Reportees :- 3 (National & International Ops Manager)

Indirect Reportees (i.e entire team) :-- 18

Responsible for Talent Acquisition (Strategy & Operations) of E2E PAN INDIA HR / Recruitment along with GCC Countries (UAE,KSA,KUWAIT,BAHRAIN,QATAR,OMAN)

- ✓ Collaborate with Chairman in setting and driving organizational vision, operational strategy, and hiring levels across PAN INDIA AND OVERSEAS/GCC COUNTRIES
- ✓ Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning
- ✓ OPC for all clients across Global related to delivery of project as per Project timeline.
- ✓ Oversee company operations and employee productivity, building a highly inclusive culture that ensures team members can thrive and organizational outcomes are met
- ✓ Ensure effective recruiting, onboarding, professional development, performance management, and retention
- ✓ Adhere to company, state, and local business requirements, enforcing compliance and taking action when necessary
- ✓ Maintains organization staff by establishing a recruiting testing and interviewing program, consulting managers on candidate's selection, conducting, analyzing and recommending changes as and when required.
- ✓ Liaising with International /Overseas / GCC Clients on regular bases .
- ✓ Analyze internal operations and identify areas for process enhancement
- ✓ Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with Chairman.
- ✓ Arranging Interview of any category (WHITE & BLUE COLLAR) anywhere in India , Bangladesh / Nepal / Philippines
- ✓ Directly oversee Operations of Business Development and to prepare a structure to achieve Organizational Vision
- ✓ Handling any conflicts involved with employees and other outside stake holders like Government entities .
- ✓ Aggressively manage capital investment and expenses to ensure the company achieves more in less investment.
- ✓ Liaising with Vendors across PAN INDIA for various requirements and completing projects as per deadlines.
- ✓ Monitor performance and take corrective measures when necessary, and prepare detailed current reports and forecasts
- ✓ Build and maintain trusting relationships with key customers, clients, partners, and stakeholders
- ✓ Monitoring & analyzing reports on weekly bases of all HEAD of Departments.

Oct -2014 – April -2018—EMINENT GROUP (TRAVEL CRAFT) ,Mumbai (Overseas /GCC Recruitment)



Designation: -- Sr. Operations Head. (International /Overseas/GCC Recruitment)

Reporting to :-- COO

Direct Reportees – 3

Indirect Reportees –50+

KRA (OPERATION)

- ✓ Organizational Planning and Development.
- ✓ Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- ✓ Manage and increase the effectiveness and efficiency of Support Services through improvements to each function as well as coordination and communication between support and business functions.
- ✓ Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- ✓ Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and entire team; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives.

KRA (HR)

- ✓ Implements human resources programs by providing human resources services, including talent acquisition, talent management, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, labor relations; completing personnel transaction.
- ✓ Implements & Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims;
- ✓ Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- ✓ Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- ✓ Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- ✓ Annual Performance Appraisal: Design and Develop formats for Annual Performance Appraisal.

KRA (Recruitment)

- ✓ Developing, Designing and Implementing END-TO-END Recruitment Cycle.
- ✓ Performance Management
- ✓ Team Management
- ✓ MIS Management
- ✓ Mapping Competencies
- ✓ Training and Development of employees in entire Recruitment cycle
- ✓ Conduct daily and weekly briefings with the recruitment team to facilitate better understanding of requirements and ensuring key deliverables are met.
- ✓ Attending client con-calls.
- ✓ Making use of effective recruitment and resourcing strategies such as focused head hunting, internet resourcing, networking, reference generation, cold calling and print media.
- ✓ Maximum use of Portal (naukri, monster, times jobs) and social networking site (LinkedIn, SiliconIndia) for sourcing the profile and job posting.
- ✓ Screening, short listing, career counseling and interviewing of candidates in alignment to specific job requirements.
- ✓ Pre & Post Interview Coordination.
- ✓ Travel with clients to different locations (India & Abroad) to arrange Interviews.
- ✓ Generating references through various Job Portals for different requirements.
- ✓ Designing and facilitating induction / orientation programs.
- ✓ Completing pre and post recruitment formalities
- ✓ Employee Verification

KRA (Administration)

- ✓ Provision of adequate Human Resource,
- ✓ Office utilities,
- ✓ Logistics arrangements,
- ✓ Facilities maintenance, tackling all disciplinary issues with suitable action

- ✓ Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices,
- ✓ Booking the air tickets & Processing of the Bills for Payment.
- ✓ Emigration, Consulate attestation, Issue of Visa, Renewals.
- ✓ Monitoring the work of outsourced staff .
- ✓ Record Management: Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences,
- ✓ Classification of Files, Documentation, Archives etc.
- ✓ Welfare Activities, Medical Services, Library, Canteen Co-operation. Credit Society, Transport Facilities etc.
- ✓ Possess good leadership skills and a strong sense of responsibility towards work.
- ✓ Good command over written/spoken English, , Typing , fax, email, Internet, dictation, letter drafting, preparation of minutes/records of meetings, record management/document controlling and other secretarial jobs.
- ✓ Detail oriented and resourceful in the completion of projects with an ability to multitask and meet strict deadlines

November 2010 – Jan 2012 – SHELLA CONSULTANT, Mumbai (PAN INDIA & Overseas /GCC



Designation: -- Sr. Recruitment Consultant.

Reporting to :-- HR Manager

- ✓ Sourcing and closing IT & NON IT Positions for entire GCC Recruitment (UAE.KSA,KUWAIT,BAHRAIN,QATAR,OMAN) & PAN INDIA Recruitment

Oct 2007 – Oct 2010 – AL VAKIL MANAGEMENT & CONSULTANT , UAE (DUBAI)

[Redacted]
Overseas /GCC Recruitment)



Designation: -- HR / Recruiter

Reporting to :-- Managing Director

- ✓ Sourcing and closing IT & NON IT Positions for entire GCC Recruitment (UAE.KSA,KUWAIT,BAHRAIN,QATAR,OMAN)

Dec 2005 – Sep 2007 – CHOHAN BUILDERS ,Pune

Designation: -- Executive Secretary(ES) to Chairman

Feb 2005 – Nov 2005 – ZENSAR TECHNOLOGIES ,



Designation: -- Customer Support Executive – Selling Hudson & Bay Telephone Plans to Canadian Customers

June 2003 – Dec 2004 – MANMOHAN PHARMACY , Pune

Designation: -- Pharmacist

Major Achievements and Counting:-

- ✓ Hired 100+ White Collar candidates in a span of 2 Months for a start up (Retail Industry).
- ✓ Successfully Closed Recruitment Deals with Various clients in WINGS HR CONSULTANT (Approx 100+ Clients)
- ✓ Successfully flown many times more than 300+ Candidates to various Gulf Countries for many projects in record 30 – 45 days and completed projects as per project deadline.
- ✓ Was sent to Ireland (Europe) for process training through Zensar and was a Team member to bring pilot project of Hutch network in INDIAN Market.

- ✓ Received awards and applauds from the Company (Zensar) for completing target on time
- ✓ Holding a record of selling maximum number of HBC Plans to customers in Canada in 1 Night
- ✓ Won Best Personality Contest in Intercollege Competition
- ✓ As travelling is part of my Job Profile and have travelled a lot so well versed with People, Culture& Behavior of Asian & European Continents
- ✓ Stood Second in College with 77% .

Courses Completed:- (All Certified)

- ✓ PMP (Project Management Professional) Training Certified from Aptech Institute.
- ✓ Naukri Gulf Certified Recruiter
- ✓ SAP-HCM (Human Capital Management) Certified
- ✓ SEO Master Class Certified
- ✓ Customer Service Certified (Business Correspondence)
- ✓ Contract Management Certified
- ✓ Risk Management Certified specifically in Finance Department
- ✓ Inventory Management Certified
- ✓ Member of PCI (Pharmacy Council of India)

Computer Skills:-

- ✓ Well versed with all versions of WINDOWS, MS –Office , MS –Outlook , Webmail's, Strong Socia lMedia Presence and Practical Knowledge of all Major Job Portals (i.e Naukri , Naukri Gulf , Monster , LinkedIn [more than 5K+ Connections]).

Scholastic Contour :-

- ✓ Pursuing BBA – General Operations from D.Y.Patil University
- ✓ Diploma in Human Resource & Business Management from Prestigious and well renowned Welingkar Institute , Mumbai .
- ✓ Diploma in Pharmacy from Maharashtra State. Licensed Pharmacist for PAN INDIA and recognized by INDIAN Government.

Mail – snirwan0506@gmail.com

**Languages Known: English , Hindi
, Marathi , Marwadi & Gujarati**

Passport No : E-6693888

Current Location -- Pune

Job Location Preference – Ready to Relocate anywhere in the World.

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