

# SYED ADNAN

+91-7411050212 | syedadnan102@gmail.com | NR Mohalla, Mysuru, Karnataka - 570007 |

<https://www.linkedin.com/in/syedadnanmysore/>

## PROFILE

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Human Resource Operations Executive with over 3.5 years of experience specializing in India and global leave management, background verification, onboarding, HR administration, employment lifecycle management, and supporting HR partners. Demonstrated success in enhancing Human Resources Shared Services (HRSS) through leadership and skill application. Eager to excel in the HR field and contribute significantly. Excited about the opportunity to cultivate an employee-focused environment within the organization while seeking personal and professional development.

## EXPERIENCE

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### Quest Global Engineering Private Limited, Bengaluru

Senior Officer

October 2024 – Present

- Leave administrator for APAC, EMEA, and North America.
- Develop and maintain leave policies in accordance with labor laws and organizational needs.
- Ensure policies are communicated clearly to employees and SPOC for queries.
- Maintain records of leave balances for all employees.
- Review and approve or deny leave requests based on company policies.
- Input and update leave information in HR management systems (Oracle HCM & MS Ops).
- Generate reports on leave usage and trends for management review.
- Guide the application process for different types of leave according to employee-based region.
- Stay updated on changes in legislation affecting leave entitlements.
- Collaborate with the HR team to align leave management with overall workforce planning.
- Provide inputs to the payroll team for leave encashment or recovery (LOP).
- Conduct training sessions for employees and managers on leave policies and procedures.
- Develop resources and FAQs to assist staff in understanding leave entitlements.
- Work with management to resolve conflicts that arise from leave policies.

## **Infosys BPM Limited, Mysuru**

### **Process Specialist**

**May 2021 – September 2024**

- Perform thorough background checks of employees and whistleblower cases, which include confirming their identities, work history, educational credentials, professional certifications, and criminal records by collaborating with a background verification vendor.
- Collaborate with recruiters, HR professionals, BPHRs, project managers, and stakeholders to gather essential details, address discrepancies, and provide progress updates on background checks.
- Verify official documents like Offer letters, Service letters, EPFO passbooks, Form 16/26AS, bank statements, UAN records, and W2 tax forms in detail.
- Utilize the Indian Income Tax portal, EPFO portal, online tools, and references to collect accurate candidate information.
- Contributed to automating repetitive tasks through VBA, Macros, and MS Power Automate and introduced two EPFO verification techniques in the process.
- Support employees during the separation process and asset return procedures.
- Review background check reports and trackers for quality assurance and audit.
- Validate information provided by Senior Process Executives and aid Team Leads in compiling data for business reviews with stakeholders.
- Act as a consultant for background verification, onboarding, and exit inquiries.
- Issue show cause notices, warnings, and termination letters for significant fraudulent discrepancies.
- Validate billing annexes and vendor invoices.
- Committed to upholding confidentiality, following legal and ethical guidelines, and handling sensitive data discreetly in accordance with data protection laws.
- Consult with Employee Relations (ER) and Legal team on fraudulent cases.

## **EDUCATION**

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### **MBA**

**JSS Science and Technology University (JSS Centre for Management Studies),  
Mysuru**

2018 - 2020

7.99

### **Electronics and Communication Engineering**

**Adichunchanagiri Institute of Technology, Chikmagalur**

2014 - 2018

62%

## SKILLS

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- Oracle HCM and Microsoft Project (HRMS)
- Human Resources Operation Management
- Technology Proficiency (Automation Tools)
- Data Analysis and Reporting (SPSS) (MBR)
- Process Optimization and Management
- Microsoft Power Automate and VBA
- HR Information Systems (HRIS)
- Vendor Management
- Data Management

## PERSONAL DETAILS

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- Date of Birth: 04 March 1996
- Nationality: Indian
- Gender: Male
- Languages: English, Hindi, Kannada (speak) & Arabic

❖ References are available on request. Awards and Certifications are uploaded on LinkedIn.