S. A. F. Imran Ahamed

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| Objectives  Professional Profile | To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Human Resource professional** with 5.6+ years of comprehensive Human Resource experience handling end to end HR activities.  Possess knowledge of Human resource in a variety of sectors including union and non-union environment.  Expertise in Statutory compliance / Training and Development / Employee retention / Compensation/ Conflict resolution / Labour relations and administration. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Professional Experience | | **Sr. Executive – Human Resource, DB Schenker ( November-2011 to till date)**  Functioning as an **HR professional**, responsible for Statutory Compliance/ Payroll Administrator / Benefits & Compensation facilitator, Training & Development, Recruitment / Selection and Employee Relations Organizer.  Currently reporting to **Senior Manager – Human Resource**   * Responsible for Recruitment, Training, Statutory Compliance, Mediclaim, Payroll processing, Attendance records, Leave management and resolving salary related queries. * Effectively conducting reference checks, coordinating with background verification team, undertaking on-boarding process and new-hire orientation program. * Ensures legal compliance by monitoring and implementing applicable Human Resource Regional and state requirements, conducting investigations, maintaining records and representing the organization at hearings. * Taking responsible for discussing with Managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity. * Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company * Handle employee Exit Process, terminations, grievances with sensitive, fair and respect * Managing Employee database / Daily head count report, recruitment tracker, manpower requisition report, employee personal files and staff updates. * Responsible for issuing of employee ID cards and handling Mediclaim process. * Responsible for Vendor Management, Hire suitable vendors, conducting vendor audit and initiate necessary action against any mismanagement. * Organizer of employee engagement eventslike monthly Birthday day celebration, Blood donation, Cardiac Camp, Dental camp and other Medical camps.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Associate Consultant** - **Planman HR Pvt. Ltd. Chennai ( August-10 to August-11)**   * Providing HR support, guidance and expert advice to colleagues and managers. * Helping clients to find suitable candidate to fill their vacancies. * Screening the candidates and handling interview rounds. * Arranging interviews with candidates who have been short listed for a position. * Handling background checks and verifying the references, work experience and academic qualifications of applicants. * Coordinating both with the candidate and with the client till the candidate joins the organization. * Pre interview and post interview follow-up with the candidates.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Achievements | | * Streamlined HR activities. * Maintained database in excel documents and filed all hard copies. * Successful updates on Statutory Compliance. * Training coordination and achieved target in terms of target and productivity.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Academic Chronicle | | **Higher Secondary:** Computer Science/ Mathematics/ Physics/ Chemistry  St. Mary’s School (March 2005)  **Under Graduation:** B. Sc. Visual Communication, The New College (2005 - 2008)  **Post Graduation :** MBA (HRM),University of Madras (June-2011 to May-2013)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Personal Profile | | **Name:** S. A. F. Imran Ahamed  **Date of Birth:** 26-December-1986  **Languages known:** English, Tamil, Urdu, Hindi  **Gender:** Male  **Marital Status:** Single  **Nationality:** Indian  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Declaration:** |
| **Place:** Chennai  **Date:** | | I declare that the above details given by me are true to the best of my knowledge and belief.  **S. A. F Imran Ahamed** |