

NAUSHAD AHMED

Assistant Manager - HR & Administration



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- ▶ Highly skilled Human Resources professional boasting 9 years of comprehensive experience across various industries. Demonstrates proficiency in key HR functions including Project Management, Manpower Planning, Legal Compliances (ALC/CLC), Annual Audits, Management Information Systems (MIS), and Recruitment. Renowned for outstanding performance under pressure, exceeding deadlines, and effective teamwork, as evidenced by a track record of exceptional service.
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PROFESSIONAL EXPERIENCE

Solutions 4 Africa (SOMIKA SARL), Lubumbashi • Assistant Manager-HR & Admin. 10/2023 - Present

Roles & Responsibilities:

- ▶ Preparing shift schedules for project-based roles (i.e., most of our team members are on project-based work which we internally rotate to other projects.)
- ▶ Manage leaves, monitor and optimize productivity, and transition team members as per the site and project requirements).
- ▶ Preparing incentive schemes and implementing.
- ▶ Managing PMS and Training & Development.
- ▶ Manage Admin-related functions (such as ticket booking, housing management, canteen management, etc.
- ▶ Expats and National employee hiring for different positions.
- ▶ Payroll management of on roll employees and subcontracted team members.
- ▶ Flight Ticket and Visa renewal for expat employee.
- ▶ Manpower planning for different locations.
- ▶ Preparing training plan for all employee and accordingly to manage their training.
- ▶ Disciplinary Action and Enquiry, investigation.
- ▶ Coordination with different departments, principal employer and external vendors and providing the required data and information on time.
- ▶ Prepare reports such as absenteeism, late coming, early going etc. and control the same.
- ▶ Expat compliances and record management.

GHH India Mining & Tunnelling Equipment Pvt Ltd, Udaipur • Manager HR 11/2022 - 09/2023

Roles & Responsibilities:

- ▶ Manage to relate people and work so that the organization's objectives are achieved efficiently and effectively support employee innovation.
- ▶ Maintain HR and Admin-related activity of Mochia, Zawar, Khetri, and Tummalapalle sites and any upcoming sites.
- ▶ Preparing monthly HR Reports, Master Sheet Maintenance-Tracking Medical Expiry, VTC Expiry, License Expiry, and Employee File Document Tracking.
- ▶ Compensation and Benefits Data Management
- ▶ Prepare reports such as absenteeism, late coming, early going etc. and control the same.
- ▶ Disciplinary Action and Enquiry, investigation.

- ▶ Obtaining HR Clearance in a timely manner.
- ▶ Coordination with different departments, principal employer and external vendors and providing the required data and information on time.
- ▶ Subcontract management & compliance assurance if any.
- ▶ Final letters to left employees LTS-Service certificates, No Dues, experience letters.

GHH Bumi Mining Services Pvt Ltd, Udaipur • Sr. HR - Operations

01/2022 - 10/2022

- ▶ Responsible for handling complete HR & IR gamut at Head office including all our different working sites at Hindustan Zinc locations i.e., Zawar Mines.
- ▶ Provides reports on a regular basis and, as directed or requested, keeps senior management informed of the operation and progress of compliance efforts.
- ▶ Employed relations, performance management, policy and program administration, and training and development.
- ▶ WC policy and Medical Insurance regularization.
- ▶ Handling Expat Worker (E-FRO).
- ▶ Expat compliances and record management.
- ▶ Expat Administration Like Flight booking, Hotel Booking. Manage complete Entry-Exit process.
- ▶ Training and Development of employees.
- ▶ Handling day to day operations in mines area.
- ▶ Handling Administrative work.

Transnational Drilling & Mining Associates Pvt Ltd, Udaipur • HR - Operations

07/2016 - 08/2021

- ▶ Manage recruitment, onboarding, and induction across various employee categories.
- ▶ Prepare and present MIS reports and performance data for monthly reviews.
- ▶ Resolve grievances and disputes at the plant to ensure operations run smoothly, liaising with external government bodies as needed.
- ▶ Address industrial relations issues and process payroll in line with Long Term Settlements.
- ▶ Support legal compliance in compensation programs, including conducting annual audits.
- ▶ Engage in project planning and effective manpower management.
- ▶ Maintain knowledge of wage escalation and policies per central government standards.
- ▶ Ensure legal compliance, conduct investigations, and represent the organization in legal matters.
- ▶ Coordinate with external vendors for manpower supply, focusing on cost-effectiveness and local sourcing, and negotiate agreements with departmental approval.
- ▶ Monitor vendor performance, review effectiveness, and adjust strategies as necessary.
- ▶ Administer compensation programs, including base pay and bonuses, and prepare related reports.
- ▶ Manage labor licensing, annual returns, and facilitate inspections by labor authorities.
- ▶ Execute annual salary increases and other compensation adjustments.

Industrial Relations Executive, Rajsamand • Industrial Relations Executive

07/2014 - 05/2016

- ▶ Handling Compliances of Casual / Contract Labour (Wage, Fine, Advance, Overtime, Deduction for Damage or Loss & Attendance Register, Form V, PF & ESI Challan etc.).
- ▶ Industrial Relations and Payroll Management.
- ▶ Monthly MIS preparation of all vendors.
- ▶ Maintaining all registers related to Labour Office.
- ▶ Manages day-to-day operation of the Compliance Program.

SKILLS

- ▶ Skilled in MS Office, HR software, with excellent communication and interpersonal abilities.
- ▶ Understanding of compensation, compliance with industry laws, Training Needs Identification (TNI), training delivery, and employee engagement.
- ▶ Familiar with audit processes, recruitment, induction, and policy formulation.
- ▶ Proficient in vendor management, with strong organizational, project management, and analytical skills.
- ▶ Knowledgeable in salary management and incentive compensation, safeguarding confidential information.
- ▶ Quick learner for new technologies, flexible to management schedules, and adaptable to change.
- ▶ Proactive and problem-solving mindset, adept in negotiation, data management, and analysis.
- ▶ Experienced in event management, building rapport, innovation, presentation, training, and coaching.

EDUCATION

- MSW** • Janardan Rai Nagar Rajasthan Vidyapeeth, Rajasthan (2019 - 2021)
Class – First Class
- PGDHRM** • IGNOU, Rajasthan (2019 - 2020)
Class – First Class
- B. TECH (IT)** • Rajasthan Technical University, Rajasthan (2009 - 2013)
Class – First Class

ACHIVEMENTS

- ▶ Started Underground Mines project in 2018 successfully at Zavar Group of Mines (HZL).
- ▶ Surface Exploration Drilling Project in Matoon Rock Phosphate Mines (HZL) was done entirely under my observation from 2018 to 2019.
- ▶ Surface Exploration Drilling project started in 2016 July and still running in all HZL Mines.

PERSONAL DEATILS

- ▶ Father Name: Mr Khurshid Ahmed
- ▶ Date of Birth - 08 June 1991
- ▶ Marital Status- Single / Unmarried
- ▶ Permanent Address- 891/A Barkat Colony Savina, Udaipur, Rajasthan (313002)