



## **FAIROZ SULEMAN NEWREKAR**

Mobile: +91 7709247987/ 7507308739

Email : [fairoz.newrekar@yahoo.com](mailto:fairoz.newrekar@yahoo.com)

Skype Id: fairoz.newrekar

## **HUMAN RESOURCES MANAGEMENT**

A highly experienced Personnel Practitioner with a comprehensive and strategic understanding of HRM, business and technical issues and organizational change. Able to devise and implement coherent HR strategies whilst improving internal processes and procedures within a demanding environment, project deadlines and budgets.

### **Areas of Expertise**

- |                                 |                          |                             |
|---------------------------------|--------------------------|-----------------------------|
| • Recruitment                   | • Training & Development | • Office Administration     |
| • Manpower Planning & Budgeting | • Employee Relation      | • Camp & Canteen Facilities |
| • Organization Development      | • Industrial Relation    | • Transportation            |
| • HR Policies & Procedures      | • Liaisoning             | • Public Relation           |
| • Performance Management        | • Statutory Compliance   | • Security Control          |
| • Compensation & Benefits       | • Grievances Handling    | • Contract Administration   |
| • Payroll Management            | • Emigration             | • Cost/Property Control     |

### **Education and Professional Development**

#### **MBA - HRM**

Madurai Kamraj University, Madurai

#### **EMBA - HRM**

National Institute of Business Management, Chennai

#### **Bachelor of Arts - English**

Shivaji University, Kolhapur

#### **Diploma in Computer Auditing & Office Automation**

*Maharashtra State Vocational Examinations, Mumbai.*

#### **SAP HRMS / HCM**

## Professional Experience and Significant Achievements

### ***Manager HR & Administration (July 12, 2013 - till date)***

#### **Al Madar Holding WLL - Doha State of Qatar**

(Engage in Steel & Wrought Iron, Oil & Gas, Infrastructure, EPC - Construction/Contracting, Real Estate, Engineering & Manufacturing sectors)

#### **Role:**

Handling HR & Admin Profile; Manpower Planning, Budgeting, Recruitment, selection, placement, joining formalities, Induction, Confirmation Procedures, Leave Calculations, Payroll, Labour Welfare, Statutory Compliance, Transfers, Promotions, Performance Evaluations, Compensation & Benefits, Exit Interviews & all administrative functions, PRO etc.

#### **Achievements:**

- Designed & Executed HR Policies & Procedures Manual.
- Employee Reference Programme.
- Deployed more than 350 Skilled & Semi Skilled workers within year from Asian Continents.
- Executed Performance Appraisal System - 360° & Rating Scale Method.

#### **Job Responsibilities:**

- Responsible for all activities pertaining to personnel and administration management.
- Develop & implement Group policies and procedures for Group Operations.
- Managing recruitment life-cycle for all 10 Divisions of Al Madar Holding WLL Group.
- Preparing Group HR & Admin Budgets, Scheduling Expenditure and Monitoring the cost.
- Identify Training and Development needs; Job analysis, Training Calendar.
- Developed, Implemented & Managing HR Policies & Procedures in line with Qatar Labour Laws.
- Successfully managing Manpower Planning and Budgeting for all 10 Divisions.
- Develop Job descriptions, Person Specifications, Job rotation strategies,
- Responsible for maintaining HR Records, E HR Systems, ERP/HRMS/HCM - SAP
- Analyzes & develops competitive compensation plan & policies.
- Prepares and delivers presentations and reports to Managing Director & Chairman.
- Negotiates bargaining agreements, resolves labor disputes, employee counseling etc.
- Conducts Exit interviews & analyses the data to minimize employee turnover.
- Responsible for Performance Management.
- Responsible for Leave Management, Attendance System, Vacation Plan,
- Payroll processing, monthly variable pays/Incentives.
- Successfully implemented Grading System in Al Madar Holding WLL for 10 Divisions.
- Responsible for Identifying KRAs & setting KPIs based on the job functions.
- Responsible for Project Manpower Planning, Staffing, Mobilization & Demobilization.

- Develop accurate, efficient & committed office work support in completing daily activities.
- Manage **medical insurance** policy for the group including the renewal.
- **Accommodating** new staff to the staff accommodation and standards of comfort.
- Coordinate with the **PRO** to take care that all the government related matters are up to date ( Visa, Resident Permit, Medical Card etc)

## ***Officer HR & Administration (Aug 7, 2011 - Apr 8, 2013)***

### **Punj Lloyd Ltd**

( Project: BAPCO Power Project East Riffa, Kingdom of Bahrain.)

### **Job Responsibilities:**

#### **HR Department:**

- Provided H R support and directly responsible for a team of 7.
- **Manpower Planning** - coordination with Operation Manager & Project Manager for Manpower Planning, Budgeting, Manpower mobilization & demobilization.
- **Recruitment** - creating JDs, scheduling & conducting interviews, salary negotiation, and selection process.
- **Policies & Procedures** - played a roll of content author; prepare, implements, changes in HR Policy with guideline of HRD Head/Director. Alterations/changes if need in policy. Taking approval from HR Director.
- **Performance Management** - evaluate employee performance, conducting Quarterly/Half Yearly/Annual Performance Appraisal of employees. Using various methods for employee appraisal like 360 degree performance severance payment
- **Training & Development** - drawing training plans, identify for training needs, forecast budget for training.
- **Organization Development** - Design, development and evaluation of learning and organizational development programs. Implementing Organization Development theories.
- **Employee Relations** - Keeping employee relations for smooth operation in organization. Solve the problems which raised between employees.
- **Payroll Management** - Coordination with Payroll department, preparing monthly timesheet & salary statement & forwarding to approval.
- Preparing Full & Final Statement (End of service / Gratuity).
- Conducting exit interviews.
- Assigned overall HR Operation and activities.

#### **Administration Department:**

- From manpower mobilization to demobilization I worked with coordination of project manager and respect department's head.
- Maintain updated manpower record of project site.
- **Emigration** - Visa process, applying for Resident Permit (Iqama), renewal, visa cancellation
- **Office Administration** - office routine work, control on consumption of stationary, telephone use. Guideline to subordinates. Telephone/fax/stationary, property control.
- Coordination for purchase of office equipments/office use with procurement department.

- Coordination & advice to Security Agency for security control.
- Coordination & advice to Transportation Supervisor and drivers in vehicles movements.
- Guideline & advice to Timekeepers for maintaining proper working personnel's record.
- Maintain discipline in organization. Taking further actions against employee's misbehavior at working site. Issuing memos/ warning letters, taking disciplinary action against them.
- Maintain Leave record of employees, arrange vacation, ticketing etc.
- Involve in legal matters.
- Coordination for Insurance claims of site calamity issues. Provide medical facilities to employees.
- **Grievances Handling** - handling grievances at project site.
- Control & advice to Camp Boss for smooth operation of camp & canteen, proper camp cleaning & Hygienic food for employees and how to control of wastages and save food cost.
- Taking advice from Project Manager & Head of Department in respected issues.

## Jindal Shadeed Iron & Steel LLC, Sohar, Sultanate of Oman.

***Officer HR & Administration (May 7, 2008 - June 29, 2011)***

### Job Responsibilities:

**Compensation & Benefits:** Manage & develop C&B activities and develop policies for approval by higher management. Recommend compensation policies and ensure compliance base on activities to all approved compensation policies. Ensure all payrolls, benefits & related processes are compliant with laws and regulations. Recommend promotional as well as discipline. Manage processing of approved staff movements (promotion, transfers, demotion and discipline).

**Policies & Procedures:** Ensure that C&B programs are competitive in the market and comply with the labour law and the C&B policies and processes are integrated into other HR policies, specifically performance management, talent management, career development and recruitment. Implement of various organizational HR strategies and programs to maximize their effectiveness. Process reports related to employee information and data and ensure the reliability and accuracy of Employee HR Database System. Perform daily system back-ups for HR systems and data and safeguard the confidentiality of all HR records.

**Recruitment/ Resourcing:** Managing the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Assist in preparing recruitment Budget, forecasting & actual hiring process. Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews. Screening, short listing and organizing personal interview. Salary negotiation, offer letter, pre-employment medical and joining formalities.

**Performance Management:** Implement Organization's performance management system in order to ensure that the organization goals are properly monitored and reported. Conducting Yearly Half Yearly/Quarterly

Performance Appraisals. Collecting periodical feedback from department heads. Gather data and input for measuring departmental KPIs during the annual performance audit. Develop and conducting trainings and coaching sessions on performance management system to managers and designated support staff.

**Payroll Management:** Maintains payroll information by designing systems; directing the collection, calculation, and entering of data. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers. Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages. Contributes to team effort by accomplishing related results as needed.

**Employee Relations/ Welfare Activities:** Assisting Senior Management with long and short term employee relations planning. objectives. Working to resolve employee complaints involving working conditions, harassment, disciplinary actions, etc. according to company policies and applicable legal requirements. Ensuring appropriate staffing levels; maintaining files of employees & related documentation.

## JSW Energy Ltd

### ***Executive HR & Administration (Jun 13, 2006 - Apr 30, 2008)***

( Projects:1200 MW Thermal Power Plant, Jaigad, Maharashtra.)

### ***Sr. Asst. HR & Administration (Nov 20, 2003 - Jun 12, 2006)***

( Projects:260 MW Thermal Power Plant, Toranagallu,- JTPCL)

### **Job Responsibilities:**

- H R & Administrative support to plant.
- Responsible for the complete joining formalities of new employee.
- Coordinate with Recruitment Head for recruitment process. CV shortlisting, arrange interview.
- Coordinate with HR Manager for evaluate employee's performance & performance Appraisal process.
- Office Administration: Office routine work, control on consumption of stationary, telephone use. Guideline to subordinates. Telephone/fax/stationary, property control.
- Employee Relations - as an Employee Relations; Keeping employee relations for smooth operation in organization. Solve the problems which raised between employees.
- Coordination with Payroll department, preparing monthly timesheet & salary statement & forwarding to approval.
- Supervising activities of the Time Office and maintenance of attendance and leave records, necessary for processing payrolls of employees.
- Monthly payroll processing of all the employees.
- Liaisoning with Govt. authorities for statutory related issues (PF, Labour law).
- Handling Employee Grievances.
- Prepare full and final settlement of all employees.

- Taking Care of all ER, IR & Legal Compliances related issues.
- Conducting exit interviews.
- Preparing Full & Final statement.
- Coordination for withdrawal / Transfer of Provident Fund/Pension.
- Assigned overall HR Operation and activities.
- Supervise Camp & Canteen facilities.
- Coordinate for Transportation facilities.

***HR Coordinator (Apr 29, 2000 - Sep 10, 2003)***

### **Eurest Support Services Worldwide, Kuwait**

- Provided H R support and directly responsible for site. Maintaining personnel records and administering benefits, reviewing and co-coordinating all staff training, recruitment and transfers. Ensuring compliance with Health & Safety Policy.
- Handling day to day HR activities including selection & Staffing, tasking, discipline, and welfare. Ensuring implementation in HR activities.
- Responsible for Processing of all paper works related to ministry of Labour, Payroll Processing.
- Successfully implementing company policies / labor laws and take disciplinary action under Standing Orders.
- Keeping employees record up to date.
- Preparing document for Visa, Labour Cards, Resident Card, Medical process.
- Keeping Leave records.
- Leave calculation.
- Tickets arrangement for employees.
- Conducting Performance Appraisal.
- Keeping records of Appraisals.
- Preparing Employment Agreements.
- Coordination with time office.
- Salary Process.
- Preparing full & final statement.
- Employee relation.
- Issuing Memoes, Warning Notices, Show cause Notice.

### **Personal Information**

Father's Name : Suleman Idris Newrekar.

Date of Birth : 1st July 1973.

Language known : English, Arabic, Hindi, Marathi & Urdu.

Address : Plot No.36, Kirtinagar, Mazagaon Road, Ratnagiri.  
Pin 415 639, Maharashtra, India.

### **Current Status**

|                    |  |
|--------------------|--|
| Current CTC        | : QAR 22500/-Per month.  |
| Expected CTC       | : Negotiable for India / 30% more than last for abroad   |
| Preferred Location | : Anywhere in Gulf /India  |
| Notice period      | : One month  |
| Reason for change  | : As per amendment in Labour Law in GCC, Only locals (Nationals) are eligible for work in HR/Admin department. |