**Curriculum Vitae**

**Mohamed Nihar Mohamed Nijam**

**157B, Sanguthattan, Chilaw. Sri Lanka**

**T.P – 0713473563**

**E- mail:** [**niharmn@gmail.com**](mailto:niharmn@gmail.com)

**Career Objective**

HR Professional with more than 5 ½ years experience looking to join a progressive organization that has the need for HR and offers opportunities for advancement; nurtured by a ‘can do’, ‘will do’ attitude and to work in an organization with excellent prospects for professional growth and career development. Will encourage new ideas and initiatives at work and use the best of my ability with consistency.

**Key Skills**

* **HR Skills**

Recruitment & Selection, Performance Management, Training & Development,

Compensation & Benefits, HR Operations, MIS Reports, Organization Charts, Payroll

* **Other Skills**

Self Motivated, Team spirit, Result oriented, Active learner, excellent communication Skills, Adoptable to situations,

**Experience**

* Worked as Senior Executive – Human Resources at Zad Holding Company S.A.Q, Qatar from September 2009 to July 2015. ( [www.zad.com.qa](http://www.zad.com.qa))

**Recruitment**

* Assisting Manager – HR in preparing yearly manpower plan for 12 business units according to their business plans.
* Review and execute manpower requests from all the business units**.**
* Prepare Offer letters and forward to consultants and candidates.
* Prepare weekly, Monthly & Quarterly recruitment reports detailing all the ongoing recruitment process against vacancies for each business units.
* Ensure resource allocation and deployment of candidates as per the stipulated schedule
* Prepare Recruitment Ageing report ( Monthly & Quarterly)
* Coordinate with HRBP for joining tickets of candidates and on boarding arrangements. (Accommodation, Salary advance, Welcome letter, Airport pickup etc.)
* Process Job Orders for various consultants located in Sri Lanka, India, Nepal, Philippines & Pakistan

**Performance Management**

* Prepare and maintain updated MIS for performance management system
* Coordinate with HRBP for employees’ performance appraisal.
* Prepare Financial Impact for increments and promotions and submit to management for approval.
* Prepare Increment & Promotion letters.
* Generate PIP report based on feedbacks of all business units and submit to VP – HR.

**HR Operations**

* Prepare and maintain updated organization charts for 12 business units.
* Register new employees in Attendance system and monitor employees’ attendance
* Prepare and submit monthly attendance to Finance dept for payroll
* Process various employee requests and applications (Leave requests, Duty Resume, NOCs, salary certificate, business cards, and accommodation complaints. Etc)
* Joining formalities and Induction programs for new joiners.
* Prepare Orientation programs for new joiners.
* Create various HR Forms with guidance of VP – HR
* Assist Vice President – HR and Manager – HR in preparing of HR Policies & Procedures.
* Assist for implementation of ERP for HR Module.
* Assist Manager – HR in conducting exit interviews.

**Training & Development**

* Arrange and coordinate for Training programs and workshops
* Conduct basic excel training for staffs.
* Organize employees’ recreational events.

**Compensation & Benefits**

* Cost analysis for outsourcing workers.
* Prepare and maintain updated CTC for all the existing positions.

**HR Reports**

* Recruitment Ageing
* New Joiners , Left employees
* Attendance Reports
* Performance appraisal reports.
* Employee Master
* Worked at NIIT, Chilaw branch as Assistant Lecturer from March 2009 to August 2009
* Worked at Pyxle(pvt)Ltd as Network Administrator from May 2008 to March 2009 at 98,2nd Floor, Havelock Road, Colombo 5.
* Worked at Government Information Centre (1919) as customer service executive from August 2006 to May 2008.

**Academic Credentials**

* Following BBA (Distance learning) at Madurai Kamaraj University, India.
* Pursuing CCHRM at IPM.
* Completed Diploma in Human Resource Management at Sigma Institute in Colombo, Sri Lanka
* Followed MCP
* Have success fully completed a course of Diploma in Network Administration, at Turnkey Institute, Colombo 3
* Completed the Diploma in Computer Hardware Engineering at Turnkey Institute, Colombo 03.
* Completed a computer course of Certificate in Visual Basic 6.0 Computer Institute, Chilaw.
* Completed the Diploma Microsoft Office at Francis Institute, chilaw.

**Extra curricular activities**

* Participated and obtained credit pass in International competition for school Mathematics and Science conducted by University of New South Wales, Australia. At 2001
* Won championship in All island Debate contest, conducted by Sri Lanka Youth forum at 2001
* Won silver medal in Late Mr. M.H.M Ashraf commemorative oratory competition, for all island and district level contest. At 2003.

**Personal details**

* Age : 30 years (Date of birth -22nd of April 1985)
* Gender : Male
* Civil status : Married
* Nationality : Sri Lankan
* Language Skills : English , Sinhala, Tamil and Hindi

**Non Related referees**

* Mr. Asanka Perera

Director,

FT Services (pvt) Ltd.

21/15, Polhengoda Gardens

Narahenpita, Colombo 05

Land Line : 011- 4545129

Mobile : 077- 3431830

E- Mail ID : [Asanka@ftservices.net](mailto:Asanka@ftservices.net)

* Mr. Sayeed Ahmed

Manager – Human Resources

Zad Holding Company S.A.Q

P.O. Box – 1444, Doha, Qatar

Land Line : 00974- 44489609

Mobile : 00974- 55114060

E- Mail ID : [Sayeed@zad.qa](mailto:Sayeed@zad.qa)

I do certify that the above particulars are true and correct to the best of my knowledge & belief. I will serve your organization to the best of my ability.

Yours faithfully,

……………….. Date: .................

Mr.M.N.M.Nihar