

# IRSHAD KAREEM I.S



**HR MANAGER | HR GENERALIST | PAYROLL SPECIALIST**

Work Visa with NOC | Doha – Qatar

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## EXECUTIVE PROFILE

Human Resources Professional with **14 years of experience**, including **10+ years in Qatar**, specializing in **leading end-to-end HR operations**, payroll management, employee relations, and compliance. Proven success across **Construction, Facility Management, MEP, retail, Real estate and oil & gas manpower supply sectors**. Strong expertise in **HR service delivery, employee costing, recruitment, HRMS/ERP, Qatar Labour Law compliance, benefits administration, policy implementation and performance management**. Known for improving HR efficiency through system implementation, accurate payroll processes, and data-driven HR strategy while enabling organizational growth and workforce stability.

## NOTABLE ACHIEVEMENTS

- Managed **end-to-end HR operations** for **1,000+ employees** across multi-sector business units.
- Developed & implemented ERP-based **HR and payroll systems** and standardized **HR policies** and processes, achieving **100% Qatar Labour Law** and WPS compliance while improving payroll accuracy and administrative efficiency by 30%.
- Organized **Company Classification, Kahramaa A Grade, QCD A Grade Certificates & ISO** certification implementing efficient HR processes.
- Launched structured **onboarding program**, enhancing new-hire satisfaction & reducing early attrition.
- Increased **employee productivity** and **reduced turnover**, executing strategic HR initiatives.
- Collaborated with external agencies & educational institutions, filling critical positions with **reduced hiring time & costs**.
- Reduced employee grievances by 40% through proactive employee relations and transparent policy communication.
- Negotiated with vendors & optimized internal resources, implementing new HR software within a reduced budget.

## PROFESSIONAL NARRATIVE

### HR & ADMIN MANAGER | BARQ GROUP | DOHA, QATAR | JUL 2024 – PRESENT

- Lead & Managing end-to-end HR and Admin operations for 400+ employees across Telecommunication, MEP, Maintenance, and Security divisions.
- Manage & overseeing full employee lifecycle: recruitment, onboarding, payroll, WPS, leave, disciplinary, exit formalities and PRO functions.
- Implement HR strategies, policies, and performance management systems to align with business goals.
- Advise management on Qatar Labour Law compliance, visa processing, and regulatory updates.
- Introduced ERP systems to improve HR data accuracy, reporting, and decision-making.
- Enhance organizational efficiency by optimizing structure, manpower utilization, and HR budgeting.
- Manage annual compensation reviews, career development, and succession planning initiatives.
- Coordinated closely with project leads and department heads on manpower and resource allocation.
- Managing HR budgeting, manpower allocation, employee communication, and organizational structure planning.
- Facilitated smooth communication between HR, Projects, and Operations to support timely project execution.
- Providing administrative support, streamlining logistic operations & payment systems.
- Assist management with invoice follow-ups, client coordination, collections, supplier communication, and supporting sales documentation.

## **HR & ADMIN MANAGER | EDAMA FACILITY MANAGEMENT WLL | DOHA,**

**QATAR | AUG 2023 – JUN 2024**

- Directed full-cycle HR operations, including manpower planning, hiring, onboarding, and payroll.
- Established the HRMS system and maintained accurate employee records, generating analytics and insights for management decisions.
- Developed and implemented L&D and performance frameworks, including KPIs and 360° feedback systems, to enhance capability and productivity.
- Designed and executed talent management, compensation, and Rewards & Recognition programs based on data-driven HR analytics.
- Handled employee relations, investigations, and disciplinary actions in line with company policies and labour regulations.
- Streamlined payroll systems, ensuring error-free employee information & on-time payroll processing.
- Streamlined administrative and HR processes to improve efficiency, security, and planning across operations.
- Supported management with confidential correspondence, leadership communications, and coordination of key meetings.
- Audited & streamlined company policies and processes, ensuring clear policy understanding & statutory compliance.

## **HR & OPERATION MANAGER | MACK SYSTEMS | TRIVANDRUM, INDIA |**

**JAN 2021 – DEC 2022**

- Managed full HR operations including recruitment, onboarding, payroll, and performance management.
- Designed onboarding and induction programs, improving new hire integration.
- Implemented workforce strategies that enhanced efficiency and supported business goals.
- Handled employee relations, exit interviews, and payroll with complete data accuracy.
- Created HR dashboards and analytics reports to support management decisions.

## **HR & ADMIN MANAGER | ARGON GLOBAL CONSTRUCTION WLL | DOHA,**

**QATAR | DEC 2012 – DEC 2020**

- Joined the company as an **HR Executive** and was promoted to the **HR & Admin Manager** position.
- Lead end-to-end HR operations for **1000+ employees** across Construction, MEP, Facility Management, Retail, Security Services, and Manpower divisions **manpower supply operations** for **oil & gas**.
- Built the entire HR function from scratch, formulating policies, processes, and compliance systems aligned with Qatar Labour Laws.
- Partnered with business unit heads to design organization structures and workforce plans aligned with project and skill requirements.
- Led talent acquisition, performance management, compensation, and employee engagement initiatives across all departments.
- Implemented HRIS and payroll systems, improving efficiency, accuracy, and reporting capabilities.
- Achieved ISO certification by streamlining HR and quality management processes.
- Directed grievance handling, disciplinary actions, HR investigations, and employee relations programs.
- Oversaw immigration, visa, and compliance functions, ensuring adherence to local regulations.
- Strengthened communication channels between management and employees, improving engagement and accountability.
- Directed administrative and facility operations, supporting procurement and overall business continuity.
- Played a key role in change management and organizational development initiatives, aligning HR strategies with business growth.

## **HUMAN RESOURCE EXECUTIVE | HCL TECHNOLOGIES LIMITED - BPO**

**SERVICES | CHENNAI, INDIA | FEB 2010 – NOV 2012**

- Managed the recruitment lifecycle, including walk-ins, referrals, campus recruitment & lateral hire.
- Led hiring strategies & communication with external agencies, ensuring cost & time efficient talent sourcing.
- Shortlisted resumes & updated the Application Tracking System (ATS) with zero errors.
- Coordinated interview processes, schedules & candidate communications, ensuring excellent candidate experience.
- Created appealing recruitment advertisements, attracting talents with strategic employer value propositions.
- Conducted background verification, ensuring suitable employee onboarding.
- Generated periodic recruitment reports detailing open positions & new hires.
- Streamlined employee induction/ exit, full & final settlement, HR documentation, and filing system to increase efficiency.
- Conducted exit interviews, assessing & remedying causes of attrition & concern.
- Chalked out periodic coaching & counselling programs, steering performance improvement & career development.
- Handled employee relations & grievances with prompt assistance & on-time escalation.
- Managed payroll processes, maintaining leave/medical/attendance/appraisal/promotion records and bank relations.

## CORE COMPETENCIES

HR Strategy & Policy Implementation  
 Recruitment & Talent Management  
 Performance Management Systems  
 Grievance Handling & Employee Relations  
 Learning and Development  
 Career Path Framework  
 HR Governance & Compliance (Qatar Labour Law)  
 Change Management & Organizational Development  
 Strategic Stakeholder Communication

Employee Lifecycle  
 Employee Engagement & Retention  
 Compensation & Benefits / Payroll  
 HRMS / ERP Implementation & Analytics  
 Succession Planning  
 People Strategies & Budgets  
 ISO Certification & HR Audits  
 Rewards & Recognition  
 MS Excel (VLOOKUP, Pivot, Data Analysis)

## Education Details

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- **Master of Business Administration**  
 Noorul Islam Engineering College, Affiliated to ANNA UNIVERSITY  
 Tamilnadu, India
- **Bachelor of Science in Computer Science**  
 Manonmaniam Sundaranar University, Tirunelveli  
 Tamilnadu, India

## Personal Details

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D.O.B	:	March 17th, 1986
Marital Status	:	Married
Visa Status	:	Work Visa with NOC
Driving License	:	Valid Qatar, India
Languages known	:	English, Malayalam, Tamil
Reference	:	Available upon request