

Mohammad Rashid Akhtar

Mater of Management Studies (Human Resource – University of Mumbai)

Certified Talent Acquisition Specialist | HR Analytics – IIM Rohtak |

Certified Naukri Gulf Recruiter | CHRM | CPP | CLLECP | CCBM | CFMP |



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Valid Qatar Id / NOC / Notice Period 15 days

Career Objective:

Seeking a challenging position in a progressive organization, where my skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth & especially towards **Human Resource Management**.

Career Summary:

An HR & Administrator with over 10+ years of experience in industry like **Oil & Gas, Engineering, Construction and Contracting Company**. Thorough Knowledge of Qatar Employment & Labor Law, Recruitment, Employee Relations & Engagement, Time Management, HR Strategy, Performance Management, Employee Leave Management, Payroll Processing, Benefits, Office Administrations, Ability to Work under Pressure, Ability to handle large workloads, Preparing Invoices & Quotations, Drafting Letters, etc.

TECHNICAL SKILLS

Talent Acquisition Specialist	Recruiting & Sourcing	Applicant Tracking System	Bulk Hiring
On-Boarding	Recruitment Tracking	Analytical Skills	Time Management
HR Reporting	Employee Relation	HR Dashboard	Qatar Labor Law
Administrative Skills	PRO Coordination	HR Planning	Multitasking

Professional Experience – Qatar Experience 7 Years & Six months

Company Name	: Al Habari Group, Qatar
Industry involved	: Oil & Gas and Engineering Services
Project	: Qatar Energy – Staging Project / Pit Project
Designation	: HR & Admin Officer
Period	: 28 th May 2025 to Present



- ❖ **Key Responsibilities:**
 - ❖ **Strategic Talent Acquisition:** Develop and implement group-wide recruitment strategies that align with the business goals of all subsidiaries.
 - ❖ Partner with leadership teams across different business units to forecast manpower needs and create proactive hiring plans.
 - ❖ Ensure recruitment strategies are consistent with the group's employer branding and corporate values.
 - ❖ **Full-Cycle Recruitment Management:** Manage the end-to-end recruitment process across multiple companies — from job requisition approval to onboarding.
 - ❖ Prepare and post job advertisements, source candidates through multiple channels, and conduct interviews.
 - ❖ Coordinate with subsidiary HR teams to standardize recruitment processes while allowing flexibility for unique business needs.
 - ❖ **Recruitment Analytics & Reporting:** Maintain accurate recruitment data and metrics for all companies under the group. Prepare and present weekly/monthly hiring reports to senior management
 - ❖ Analyze recruitment performance (time-to-hire, cost-per-hire, source effectiveness) and recommend improvements.
 - ❖ **Employee Onboarding:** Coordinate and manage the end-to-end onboarding process for new hires across all departments. Prepare offer letters, employment contracts, and joining documentation.
 - ❖ Conduct new hire orientation sessions to introduce company policies, culture, and values.
 - ❖ Ensure new employees are provided with necessary IT assets, ID cards, system access, and workstation setup before joining.
 - ❖ **HR Administration & Documentation:** Maintain accurate and up-to-date employee records in both physical and digital formats. Proficient in HRMS / ADLER (Cloud Version).
 - ❖ Ensure timely collection and verification of employee documents (educational certificates, ID proofs etc.).
 - ❖ Update employee information in the HRMS/HRIS system.
 - ❖ Preparing & issuing of Offer letters, Termination Letter and Experience Letter, etc.

Company Name	Elegant Middle East Engineering & Trading, Qatar
Industry involved	: Oil & Gas / Engineering / Construction
Designation	: Sr. HR & Recruitment Officer
Period	: 5th March 2024 to 25th November 2024



❖ **Key Responsibilities:**

- ❖ **Recruiting & Selection:**
- ❖ **Develop and Implement Recruiting Strategies:** Create effective and innovative recruiting strategies to attract top talent. This includes understanding the needs of each department and the overall business objectives.
- ❖ **Sourcing Candidates:** Utilize various sourcing methods such as job portals (Indeed, Gulf times Classified, Qatar Living, 1Qatarjobs.com etc., social media platforms, networking events, and employee referrals to find qualified candidates.
- ❖ **Screening and Interviewing:** Conduct initial screening interviews to assess candidate's qualifications, cultural fit, and overall compatibility with the company's needs.
- ❖ **Collaboration with Hiring Managers:** Work closely with hiring managers to understand their hiring needs, provide updates on the recruitment process, and assist in making informed hiring decisions.
- ❖ **Candidate Experience:** Ensure a positive candidate experience throughout the recruitment process, maintaining communication and providing feedback in a timely manner.
- ❖ **Onboarding:** Taking owner of the whole Onboarding process which forms an integral element within the Talent Acquisition function. You will play an integral part in arranging the onboarding presentation end-to-end. Also assisting in the onboarding process of new-hires, ensuring a smooth transition into the company.
- ❖ **Compliance and Record Keeping:** Ensure all recruiting activities are compliant with relevant laws and regulations. Maintain accurate and organized records of all recruitment activities on the system.
- ❖ **Employee Relation:** Monitor employee attendance and absence records, administer performance appraisal and training program, annual increment, promotion, etc.
- ❖ Preparing & issuing of Offer letters, Termination Letter and Experience Letter, etc.

Company Name	: Saad AL Kaabi Steel & Aluminium Company, Qatar
Industry involved	: Oil & Gas / Engineering / Construction
Designation	: HR & Admin Officer
Period	: 29th August-2021 to 29th February 2024



❖ **Key Responsibilities:**

- ❖ **Recruiting & Selection:** Design and implement overall recruiting strategy & consult with managers to discover staff requirements and specific job objectives to monitor progress and consult with contractors and on-site engineers.
- ❖ Write and post job descriptions & Job specification on Job searching websites, newspapers and social network websites and managing the hiring process.
- ❖ Source candidates by using databases like Indeed, Qatar Living, LinkedIn, Employee references, Ex-employee, evaluate and screen resumes and cover letters.
- ❖ **Employee Onboarding:** Contact new employees and prepare onboarding sessions, prepare new hire paperwork ensuring legislation requirements are met.
- ❖ Maintain a complete record of interviews and new hires, stay up-to-date with current recruiting methods.
- ❖ Adhere to laws, rules and regulations, Adhere to personal data privacy regulations.
- ❖ **Employee Relation:** Monitor employee attendance and absence records, administer performance appraisal and training program, annual increment, promotion, etc.
- ❖ Preparing & issuing of Offer letters, Appointment letters, Termination Letter and Service agreements, etc.
- ❖ **Payroll & benefits administrations:** Payroll Coordination, OT Calculation, Leave Salary & Gratuity. Maintain Payroll Records, Deduction records, Distribute Pay Slip to employees.
- ❖ Communicate with employees regarding payroll-related inquiries, benefits enrollment, and changes.
- ❖ **Administration:** Dealing with Clients for contracts, Establish & maintain filing system, Manage and Coordinate Travel needs, Air Ticket & Hotel booking for employees, Arrange & attend meetings, minutes of meetings, providing all concern Equipment's & Tools, Arrangement of Gate Pass for workers & Engineers etc.
- ❖ **PRO Coordination:** Timely renewal of Qatar ID of the employees, Timely renewal of CR Copy, Computer Card, Trade License, Tax Card, Visa Process, Medical & Finger application, etc. Renewal of Vehicle Istimra, Timely Traffic Violation payment, Insurance, employment contract, Health Card issue to the employees, etc.

Company Name	: AL Ramsha Contracting Company WLL, Qatar
Industry involved	: Oil & Gas / Engineering / Construction / Contracting
Designation	: HR & Administrator
Period	: 7th-December 2016 to 20th-August-2021



Key Responsibilities:

- ❖ **Recruitment & Manpower Planning:** Coordinate with clients and internal departments to understand manpower requirements for ongoing and upcoming projects.
- ❖ Manage end-to-end recruitment, including sourcing, screening, interviewing, and selection of candidates (skilled, semi-skilled, and unskilled labor).
- ❖ Ensure timely mobilization and demobilization of workers to and from project sites.
- ❖ **Employee Onboarding:** Contact new employees and prepare onboarding sessions, prepare new hire paperwork ensuring legislation requirements are met.
- ❖ Maintain a complete record of interviews and new hires, stay up-to-date with current recruiting trends.
- ❖ Adhere to laws, rules and regulations, Adhere to personal data privacy regulations.
- ❖ Employee Relation: Monitor employee attendance and absence records, administer performance appraisal and training program, annual increment, promotion, etc.
- ❖ Preparing & issuing of Offer letters, Appointment, Termination Letter and Service Letters, etc.
- ❖ **Administration:** Dealing with Clients for contracts, Preparing Quotations, Establish & maintain filing system, Manage & Coordinate Travel needs, Arrange & attend meetings & minutes of meetings, providing all concern Equipment's & Tools, Arrangement of Gate Pass, and Follow Up for the payment.

Company Name : Lakshmi Builders, India

Industry involved	: Construction
Designation	: Admin Coordinator
Period	: 15th-September-2012 to 22nd-August-2016

Key Responsibilities:

- ❖ Timely respond to the client inquiries, receive calls, direct & respond telephone/Fax/messages.
- ❖ Coordinating with various departments regarding their manpower requirement such as letter, quotations, agreement etc. Provides word-processing and secretarial support.
- ❖ Responsible for maintaining the databases, generate reports, check emails and send prompt replies for the action to be taken in a timely manner, generated Transfers letters and Contract letters, Experience certificate etc.
- ❖ Understanding the job description as per the hiring criteria & preparing Job description.
- ❖ Handling all functions of Recruitment from sourcing of candidates through an in-house database, Internet sites, referrals, and consultancies.
- ❖ Submit timely reports and prepare presentations/ Proposal/ Quotations as assigned.

Academy Qualification: -

❖ Highest Degree	: Master of Management Studies
✓ Core Studies	: Human Resource Management
✓ University	: University of Mumbai (Session: 2010 – 2012)

Training & Certifications: -

❖ Certification Name	: Certified Talent Acquisition Specialist (HRCI Approved)
Institute	: Middle Earth HR (Year 2024)
❖ Certification Name	: HR Analytics
Institute	: IIM, Rohtak (Year 2020)
❖ Certification Name	: Certified Human Resource Manager
Institute	: VSkills – Certifications by Govt. Of India PSU (Year 2016)
Certification Name	: Certified Payroll Professional
Institute	: The Institute of Payroll Training & Management, Delhi (Year 2017)
❖ Certification Name	: Certified Labor Law & Employment Compliance Practitioner
Institute	: Indian Academy of Law & Management Delhi (Year 2017)
❖ Certification Name	: Certified Compensations & Benefits Manager
Institute	: VSkills – Certifications by Govt. Of India PSU (Year 2018)
❖ Certification Name	: Certified Financial Modelling Professional
Institute	: VSkills – Certifications by Govt. Of India PSU (Year 2018)

Personnel Detail: -

❖ Date of birth : 20-Feb-1983
❖ Nationality : Indian
❖ Qatar ID No. : 28335661015 (valid up to December 4, 2026)
❖ Passport No. : U0399198
❖ Passport validity : 5-Jan-2031
❖ Indian Contact No : +91 6282663539

✓ Professional Network: www.linkedin.com/in/mohammad rashid akhtar

Date:

Mohammad Rashid Akhtar
(Signature)