

NIYAZI M.A

HR GENERALIST

Contact

Address

CHENNAI, TN, 600042

Phone

962-939-1375

E-mail

mahaboobniya@gmail.com

Skills

Succession planning

Excellent

Risk management

Excellent

File and records
management

Excellent

Recruitment strategies

Excellent

Organizational
Development

Excellent

Company policies

Excellent

Workforce improvements

Excellent

Benefits and compensation
management

Excellent

Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills.

Work History

2020-02 -

Current

HR Manager

BLUEWAVES STUDIOS PVT LTD, CHENNAI, TAMIL NADU

- Provide leadership and expertise for following Human Resource (HR) functions: employee relations, compensation, employee engagement practices, training, leadership development and coaching, organizational change and communications for the client group
- Drive completion of HR and client objectives through influence and working through others in HR and client matrix
- The noise level in work environment is normally moderate
- Partner with leaders to ensure transitioning managers receive first 90 days support to accelerate performance in role
- Facilitate people management, career development and training
- Develop and implement programs which foster sound employee relations and engagement
- Liaised between multiple business divisions to improve communications.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Oversee senior management succession and leadership planning, and work with senior management to establish a robust management succession plan

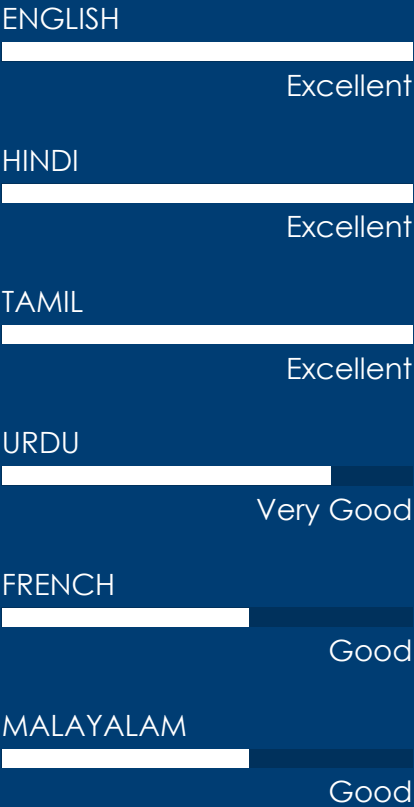
2019-06 -

2020-02

AIRCRAFT TURNAROUND COORDINATOR

AIRINDIA SATS, RAJIV GANDHI INTERNATIONAL AIRPORT,

Languages



2012-06 -
2016-10

HYDERABAD, India

- Coordinating both the Passenger Terminal (& its relevance issues) and the Ramp side (& its relevance issues) and sending the flight on time (without any delays).
- Supervised work of contracted employees to keep on task for timely completion.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Improved operations through consistent hard work and dedication.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Oversaw daily operations to ensure high levels of productivity.

HR Coordinator

HYPERTRIX INFO LAB PVT LTD, CHENNAI, India

- Assisted with internal hiring process by posting, recruiting and selected employees to fill vacant positions along with appropriate supervisor
- Consulted and advised on labor issues with Executive Team
- Scheduled and coordinate employee events
- Coordinated on-going training and professional development opportunities for managers and employees
- Made recommendations to COO and CEO on charitable giving aligned with employee causes
- Established and maintained department records and reports
- Built networks to source qualified candidates
- Managed recruitment budget
- Prepared weekly recruitment reports
- Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Motivated employees through special events, incentive programs and constructive feedback.
- Reviewed business goals to recommend new HR approaches, policies and procedures for continual

improvements focused on meeting business objectives and enhancing productivity.

- Developed focused training programs, leadership pipeline and succession plans.
- Completed background and reference checks to facilitate hiring and onboarding of employees.

Education

2016-10 -
2018-05

MBA: Airline & Airport Management

Nehru College of Aeronautics & Applied Sciences - COIMBATORE

Completed professional development with **Gold medalist**

Ranked #1 in the entire MBA in Airline Airport Management

Awarded as the **Best student** of the course 2016-18

Elected as **College Secretary** for MBA in 2016-18

Dean's List throughout the MBA course 2016-18

2009-08 -
2013-11

Bachelor: Electronics & Communication Engg

ANNA UNIVERSITY - COIMBATORE

Completed professional development with aggregate of 85%

Professional development completed in **Training and Development** for various colleges as **Communication Trainer**

2008-06 -
2009-05

Matriculation

Chavara Vidya Bhavan Matric Hr Sec School - COIMBATORE

Completed Higher Secondary with aggregate 84.5%

Affiliations

- Secured MBA Airlines Airport Management with **FIRST CLASS DISTINCTION**.
- Certified in **DGR Module 9**- Passenger handling Staff

with **DISTINCTION** certified by Speed Wings Aviation,
IATA certified Authorized Training School.

- Certified in **AMADEUS** with **DISTINCTION**
- Certified in **IATA Airline Customer Service**.
- Organizational Exposure Project on the Documentation on Airport Infrastructure of Coimbatore International Airport.
- Undergone training specialized in **EMERGENCY RESPONSE PLAN / AIRLINE DISASTER OPERATION MANAGEMENT**.
- Undergone an Internship and On the job trainee at Coimbatore International Airport, on various aspects of the airport systems, security and operations.

Interests

VOLUNTEERING

TRAVELLING

BADMINTON

READING NOVELS

UPDATING ON ANALYSIS