

Resume

S.Mohammad Basha



E-Mail: Mahammad_bsh123@yahoo.com

#44, Arunagirinathar Street,

Kamaraj Nagar, Avadi, Chennai-71.

Phone: +918754444131

Chennai-600071.

Objective

To erect a prudent HR career with diversified HR processes from a World-Class Organization.

Professional Synopsis

- ✂ Manager – HR/L&D with 15+ years of qualitative experience in all subsystems of HR.
- ✂ HR Business Partner role with an emphasis on implementing HR initiatives and handling Business HR practices.
- ✂ Gained hands-on experience of all the HR Gamuts and expertise in handling industry processes.

Professional Capabilities

Talent Acquisition & Management

HR Budgeting

Employee Engagement & Grievance Handling

Performance Appraisal & Management

EHS Co-ordinator

Organizational Development

Industrial / Employee Relations

Conducting soft, technical & safety skill training

Handling salary disputes & Grievance

HR Business Partner

HR Policy creation & procedures

Learning & Development

Compensation & Benefits

Employee Counselling

Competency Mapping

Handling ISO audit

Transfer, Exit & Separation formalities

Employee reward & appreciation system

Organizational Exposure

1. GSH Group, Mylapore, Chennai-04. (Jun 2016 to date)

Manager – HR/L&D.

A leading Energy, Utility & Facility MNC Company based in the UK.

Talent Acquisition & Management:

- ⊕ Filled more positions within the stipulated time limit, meeting the deadline to ensure the on-time, fully staffed grand opening of the manufacturing plant.
- ⊕ Performed professional, technical, executive, and managerial recruiting in areas including - Skilled trades, Office/ Admin Support, Senior Executives, Department heads.
- ⊕ Collection of candidatures from sources like job portal – Naukri, Indeed, Data bank, employee referrals & social websites like LinkedIn & Facebook.
- ⊕ Scrutinizing of applicants, Interview scheduling, and organizing interviews.
- ⊕ Document verification, handling salary negotiation as per company norms & Reference check.
- ⊕ Onboarding of new employees & Transferred employees, fulfilling joining formalities, and organize an induction program.
- ⊕ Preparing MIS Report for Attrition & Absenteeism on monthly basis.
- ⊕ Involves training and developing current employees, keeping them satisfied and engaged, and preparing them to take on more challenging responsibilities.

Learning & Development

- ⊕ Identification of Training needs based on skill matrix and Performance Management System.
- ⊕ Consolidation of employee Training needs with concerned functional heads, Identification of External & Internal trainers for the training program, and budget the same.
- ⊕ Monitor employee's skill levels on a periodical basis, assess and map their competency level.
- ⊕ Ensure Skill assessment is done for all team members.
- ⊕ Develop the training modules and training tracker which captures category-wise training hours to assess performance indications of employees month on month.
- ⊕ Support in the identification of required training and other needs, to enhance the necessary skill.
- ⊕ Preparation of Annual Training calendar.
- ⊕ Participated Internal Auditor workshop for ISO 9001,14001,45001,50001 & 41001 and got certified.
- ⊕ Conducted a mandatory training program in the field of Safety usage of PPE, Health & Safety, Mock drill, 5S, Emergency Evacuation preparedness, First Aid Training.
- ⊕ Recruit, Screening, Providing soft skill and technical training to the new joiners, periodical evaluation of training effectiveness, and mapping of skill.
- ⊕ Design and develop training manuals & training calendars, implement special training modules, booklets, SOPs, and monitoring of the leanings as per the Standard Operating Instruction.
- ⊕ Preparation of Monthly MIS & Training budget.

Performance Management System

- ⊕ Responsible for monitoring and measuring the efficacy of intervention methods, while simultaneously working with management and other department heads to design new intervention methods.
- ⊕ Identify and track metrics and success criteria to create transparency and visibility to program success and opportunities for improvement.
- ⊕ Be involved in strategic planning, participate in the creation of short, medium, and long-term goals and milestones, revalidation of employee goals, conducting half and yearly performance reviews.
- ⊕ Collaborate with and maintain an effective relationship with other departments to ensure successful completion of performance management with high-level satisfaction.
- ⊕ Facilitating KRA setting for all employees and handling probation appraisals.

- ⊕ Collecting appraisal ratings from all locations and analyzing data based on appraisal feedback.
- ⊕ Identifying HIPO Employees and designing matrix for Promotion, Increment, Job rotation, and training.

Industrial Relations & Employee Relations

- ⊕ Providing Employee counseling if needed, providing employee's career guidance.
- ⊕ Addressing employees' grievances on the conflict between supervisor and workmen, casual employees, and Operators.
- ⊕ Handling disciplinary issues, Seeking Explanation letter, Drafting of Show cause notice, issuing Charge sheet cum suspension orders who did misconduct/violation of model Standing Orders if any in consultation with Management.
- ⊕ Drafted Business Continuity Plan policy specifically for Pandemic and Disaster time and Anti-Corruption and Anti-Bribery Policy.
- ⊕ Streamlined business practices and increased the profitability of employees in shifts.
- ⊕ Monitored employee safety in compliance with hazard analysis and critical standards.
- ⊕ Maintained a high level of customer service to increase individual branch loyalty and repeat business.
- ⊕ Investigated and resolved more cases involving a variety of employee relations issues.

Employee Engagement

- ⊕ Organizing employee engagement initiatives like Birthdays & Festivals celebrations.
- ⊕ Organizing Events like Quiz Competition on Safety Day & World environment day.
- ⊕ Conducting team-building exercises & forming quality circles.
- ⊕ Sapling made during Environment day in and around in the corporate office and make enable everyone to follow the same.
- ⊕ Conducting Rewards & Recognition for all employees based on assessing their performance level every quarter.

Compensation & Benefits

- ⊕ Adherence to HR Policy for all level employees.
- ⊕ Updating Employees Master details as and when changed.
- ⊕ Preparing inputs for the salary for staff and operators up-to-the Finalization of Payroll.
- ⊕ Annual disbursement of LTA, Medical, Statutory Bonus, Performance-Based Bonus for Managers, EL encashment as per Company policy.
- ⊕ Processing & follow-up of Medical claims for Noncash less mode till amount disbursement.
- ⊕ Fulfilling exit formalities. (Conducting exit interview, Verification of no due forms, preparing relieving order and service certificate) and prepare a full & final settlement for left employees.

2. CVE & WD, Saint-Gobain Glass India Ltd. Sriperumbudur. (May 2007 to Jun 2016, 9 years) **HR Co-ordinator –Training.**

A leading Glass Manufactures & Exporters.

- ⊕ Recruit, Screening, Providing soft skills and technical training to the new joiners, innovate new techniques for training, developing conceptual and human skills for employees to achieve the objectives of the Organization.
- ⊕ Periodical evaluation of training effectiveness and mapping their skill for up-gradation and preparing annual training calendar & MIS.

- ✚ Design and develop training manuals, implement special training modules, booklets, SOPs, and monitoring of the leanings as per the Standard Operating Instruction.
- ✚ Possess excellent interpersonal, analytical, team building, and troubleshooting skills with proven ability in establishing quality systems/procedures and planning/managing resources.
- ✚ Attended Train the Trainer program to augment the training skill in the new methodology.

3. Audco (L&T Valves) India Ltd., Enathur, Kanchipuram. (Oct 2005 to Oct 2006, 1 year) HR System Administrator.

A leading manufacturer of ball valves, Gate valves, etc.

- ✚ Administrator - Payroll Processing, Time Office, and MIS.

Educational Qualification

- ✚ MBA in HRM from Alagappa University with a CGPA of 3.64 out of 5.
- ✚ BSc in Computer Science from Madras University with 68.23%.
- ✚ Higher Secondary Certificate from State Board with 59%.
- ✚ Secondary School Leaving Certificate from Matriculation with 69.45%.

IT – Exposure

- ✚ O/s – Windows.
- ✚ Office tools – MS Office.

Personal Dossier

- ✚ Date of Birth : 06.02.1983
- ✚ Marital Status : Married and blessed a male child.
- ✚ Father's Name : I. Shabeer Ahmed.
- ✚ Language known : Tamil, Hindi & English.