

# Sheikh Mushtaq



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Shaheen Bagh , Delhi



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## SKILLS

- Conflict Management.
- Employee Relations
- Strong communication skills
- HRM & HRIS
- Recruitment Cycle.
- Orientation.
- Training & Development.
- Organizational Communication.
- Occupational Safety.
- Grievance Management.



## EDUCATION

### Master of Education

University of Kashmir

Srinagar, Jammu and Kashmir

Completed  
October 2013

### Master of Commerce

University of Kashmir

Srinagar, Jammu and Kashmir

## HR PROFESSIONAL



## PROFILE • ABOUT ME

A strategic and innovative HR professional who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. An empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. A genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.



## WORK EXPERIENCE

### HR Manager

SSSi

Noida, Uttar Pradesh

Aug 2021  
- Current

- Oversaw the human resources department and its various functions.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.
- Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.

### Employee Relation Manager

SMASCO

Saudi Arabia

Feb 2018  
- Feb 2021

- Designing & planning the induction & orientation programs on policies, job roles for smooth absorption of employees.
- Organizing employee engagements & welfare programs and ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- Establishing & maintaining an archiving system to monitor dates relating to probationary periods, contract renewal & expiry; tracking purchase orders.
- Working with the respective department for arranging all types of training and development of individual staff.
- Supervising GR Team of 5 Saudi National Mates for Govt. related task for our employees.
- Expertise in conducting employee engagement activities.
- Maintaining effective employee relations.

### HR Specialist

SMASCO

Saudi Arabia

Mar 2015  
- Jan 2018

Completed  
April 2012

### **Diploma in Computer Applications, Diploma**

National Industrial Training in  
Consultancy

Delhi, Delhi

Completed  
December 2008

## **LANGUAGES**

English

Hindi

Urdu

## **PERSONAL INFORMATION**

### **Gender**

Male

### **Marital Status**

Single

### **Nationality**

Indian

### **Address**

Shaheen Bagh - 110025

Delhi

- Maintaining human resources records by recording new hires, transfers, terminations, changes in job classifications; tracking vacations.
- Client Contracts executions in coordination with key personnel with key responsibilities along with company SOP creation.
- Orienting new employees by providing orientation information; company policies; payroll process; benefit programs.
- Documents human resources actions by completing forms, reports, logs, and records.
- Training & Development of newly hired and the existing employees of the company.

### **HR Managar**

CAP Foundation (HIMAYAT) Project of Ministry of Rural Development  
(Govt. Of India)

Delhi, Delhi

Sep 2012  
- Feb 2015

### **HR Executive**

Pioneer Institute of Learning  
Srinagar, Jammu and Kashmir

Mar 2008  
- Mar 2011

## **TRAINING & CERTIFICATIONS**

- Business & Report Writing  
Progress Management Consultants, 2016

## **COMPUTER PROFICIENCY**

Microsoft Office

Microsoft Dynamics 365