

Muhammad Ismail M

Email ID – mmuhammadismail@gmail.com

Contact - +91 9788699364

LinkedIn - <https://www.linkedin.com/in/muhammad-ismail-2aa814115>

Objective:

Dedicated and results-oriented **Assistant Manager HR (HR Business Partner) with 7+ Years of overall experience in human resources management**. Seeking a challenging role to contribute my expertise in HR strategy, employee development, and talent management to support the growth and success of a progressive organization. Proven track record of leading HR initiatives that enhance workplace culture and productivity.

Organization: Aurolab

Period of work: March 2023 – Present

Designation: Assistant Manager HR (HR Business Partner)



Roles and Responsibilities:

- Handling entire Domestic Team (Sales, Service, Therapeutic, Surgical, Optical and Marketing) from entry to exit.
- I partnered closely with the Sales and Marketing departments to drive HR initiatives that enhanced team performance and employee engagement.
- Implementing talent acquisition strategies that increased the hiring efficiency.
- Designing and executing training programs tailored to the specific needs of Sales and Marketing professionals, resulting in 80% improvement in overall performance.
- Leading employee engagement initiatives that boosted retention rates by 3%.
- Supporting the rollout of a new performance management system that aligned individual goals with departmental objectives.
- Assisted in the development of compensation and benefits programs tailored to Sales and Marketing roles.
- Collaborate with HR Head in developing and executing HR strategies, policies, and procedures to align with organizational goals.
- Lead and oversee the recruitment process, including sourcing, interviewing, and on boarding new employees.
- Manage employee relations, resolve conflicts, and implement disciplinary actions while fostering a positive workplace culture.
- Administer performance management processes, including goal setting, feedback, and performance appraisals.
- Coordinate employee training and development programs to enhance skills and career growth.
- Handle compensation and benefits administration, including salary reviews and benefits enrolment.

- Ensure compliance with labour laws and regulations, maintaining accurate records and documentation.
- Implemented HRMS Software (Wallet HR) to streamline processes and improve data accuracy.
- Conduct employee engagement surveys and analyse results to develop initiatives for enhancing employee satisfaction and retention.
- Supervise and provide leadership, guidance, and coaching to HR staff members.
- Assisted in HR administrative tasks, such as record-keeping, filing, and documentation.
- Coordinated recruitment activities, including job postings, resume screening, and interview scheduling.
- Supported onboarding processes by preparing orientation materials and assisting new hires with paperwork.
- Conducted research on HR best practices and industry trends to provide insights for process improvement.

Organization: Neeyamo Enterprise Solutions



Period of work: Jan 2021 – Dec 2022

Designation: Senior Executive HR

Roles and Responsibilities:

- Develop, lead, and execute HR strategies, policies, and procedures to align with the organization's objectives.
- Oversee the entire recruitment process, including workforce planning, sourcing, interviewing, and onboarding.
- Handling Onboarding, Employee Relation and Employee Engagement for 1000+ Employees of various domain.
- Taking care of Bulk Hiring, Campus hiring and Leadership Hiring.
- Handling recruitment for Pan India.
- Manage complex employee relations issues, resolve conflicts, and implement disciplinary actions while nurturing a positive workplace culture.
- Drive performance management processes, establish performance goals, provide feedback, and conduct performance appraisals.
- Coordinate and facilitate comprehensive employee training and development programs to enhance skills and advance career growth.
- Administer compensation and benefits programs, conduct salary reviews, and oversee benefits enrolment.
- Lead HRIS enhancements to streamline processes, improve data accuracy, and provide insightful analytics.
- Conduct in-depth employee engagement surveys, analyse results, and develop and implement initiatives to enhance employee satisfaction and retention.
- Provide strong leadership, guidance, and coaching to the HR team, fostering a high-performing department.
- Spearheaded HR department initiatives, including process improvements, policy development, and strategic planning.
- Led recruitment efforts for critical positions, resulting in reduced time-to-fill and improved quality of hires.

- Developed and executed diversity and inclusion strategies, creating a more inclusive workplace culture.
- Managed employee benefits programs, negotiated with vendors, and effectively resolved benefit-related issues.
- Collaborated with legal counsel to address employment-related legal matters.
- Working directly with hiring managers to assist in filling requisitions with top-quality recent graduates/experienced in a timely manner.

Achievement:

- Recognized as the champion of the quarter for 2021.
- Rewarded the best team player in 2022.
- Achieved a milestone by closing a critical leadership hiring.

Organization: HCL Technologies Limited

Period of work: Nov 2018 – Oct 2020



Designation: Associate Executive HR

Roles and Responsibilities:

- Played a pivotal role in developing and implementing HR strategies that aligned with the company's overall business goals, resulting in a 15% increase in employee satisfaction.
- Managed full-cycle recruitment, including job posting, resume screening, interviewing, and offer negotiation, resulting in the successful hiring of IB and Tech Skills employees within six months.
- Offered and hired more than 1500+ candidates.
- Led the design and execution of performance management processes, including goal setting, regular check-ins, and performance reviews, resulting in a 10% improvement in overall employee performance.
- Hiring for Leadership, Lateral and fresher.
- Provided guidance to managers and employees on HR policies, procedures, and best practices, ensuring a fair and consistent approach to HR matters.
- Conducted investigations and resolved complex employee relations issues, fostering a positive work environment and minimizing legal risks.
- Handling recruitment for Chennai, Coimbatore, Vijayawada and Pune centres.
- Administered benefits programs, including health insurance, retirement plans, and leave policies, and ensured compliance with all relevant regulations.
- Collaborated with senior management to develop and implement diversity and inclusion initiatives, resulting in a 20% increase in diversity within the workforce.
- Assisted in the development and maintenance of HR policies, procedures, and employee handbooks.
- Managed employee onboarding and orientation, ensuring a smooth transition for new hires.
- Coordinated training and development programs to enhance employee skills and competencies.
- Taking care of Bulk Hiring, Campus hiring and Leadership Hiring.

Stakeholder Management:

- Involved in Business call once new SR is raised.

- Working directly with hiring managers to assist in filling requisitions with top-quality recent graduates/experienced in a timely manner.
- Follow ups for feedbacks with Technical Panels.
- Involved in live sourcing with business to understand the requirement in-depth.
- Managing escalations.
- Maintained relationships with hiring managers to understand and analyse their requirements and managed the recruiting process.
- Providing solutions to delivery in case any niche requirements and issues.

Candidate Management:

- Initiating Documentation and taking care of Background verification of Candidates before Joining and follow up candidates till joining.
- Solving queries of candidates in terms of the offer/ joining formalities.
- Provide Solutions to post joining to candidates if they face any issues in any type of commitment given by recruitment while releasing offers.
- Handled Employee Engagement for 1000+ employees, coffee connect with Managers and internal employees.

Organization: Rane TRW Steering Systems



Period of work: Oct 2016 – Oct 2018

Designation: HR Trainee

Roles and Responsibilities:

- Assisted in the recruitment process by posting job openings, reviewing resumes, and conducting initial screenings of candidates.
- Supported the onboarding process for new employees, ensuring all necessary paperwork and orientations were completed.
- Contributed to the development and maintenance of the HRIS system, updating employee records and generating reports.
- Assisted in employee relations matters by participating in investigations and providing administrative support.
- Collaborated with HR team members on various projects, including updating company policies and conducting employee surveys.
- Provided administrative support to the HR department, including data entry, file management, and scheduling interviews.
- Assisted with the coordination of training and development programs for employees.
- Conducted research on HR best practices and industry trends to support process improvement initiatives.
- Assisted in organizing employee events and engagement activities to promote a positive workplace culture.
- Created a comprehensive HR policy manual for a fictional company, addressing key areas such as recruitment, onboarding, and performance management.
- Analysed HR metrics and presented findings on employee turnover and satisfaction to suggest improvement strategies.
- Participated in a team project to develop a diversity and inclusion program proposal, including training modules and awareness campaigns.

Skills:

- HR strategy development and execution
- Talent acquisition and onboarding
- Employee relations and conflict resolution
- Performance management
- Compensation and benefits administration
- HRIS and data management
- Training and development
- Employee engagement
- Leadership and team management

Education:

Master of Social Work –HRM in Madras Christian College, Chennai.

Bachelor of Computer Application in Ramakrishna Mission Vivekananda College, Chennai.