

ASHRAF ALI KHAN

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SUMMARY:-More than 12.10 years (where 5.11yrs Indian & 6.09yrs Gulf experience) of experience in corporate, where I have experience of working with OKS SPANTECH PVT.LTD as **Project Associate**, and as **Admin Executive** in HCL COMMNET, **HR/Admin Executive** in Usher Infotech, **Asstt. Manager-Personnel** in Al-Khodari Sons Co (**KSA**) and currently working as **Asstt. Manager HR/Admin** in Usher Infotech. **MBA (HR) completed in 2009. 6 months internship along with the Project of MBA was done in Administration & HR recruitment process in Usher Infotech (New Delhi). Self-preparation for SHRM certification.**

Capabilities/Skills:-

HR Process & Procedures	Strategic Management
Personnel & Administrative	Oracle HRMS & SAP
Public (multi nationals) dealing & Help Desk Management	Presentations
Budgeting Skills	MS Office
Business Development	HR Life Cycle

INDIA EXPERIENCE:-

Organization : Usher Infotech
Designation : Asstt. Manager-HR/Admin
Duration : 14th Sep 2019 up to now
Location : New Delhi

Usher Infotech the company engaged in professional website designing, search engine optimization & IT solutions.

RESPONSIBILITIES:

- Assist with the recruitment process by identifying candidates, conducting reference checks & issuing employment contracts.
- Ensure to update organization's employee database & prepare reports
- Ensure the orientation & general induction for new staffs.
- Ensure the payment of salaries (banking & cash) done on time & its reconciliation.
- Produce & submit reports on general HR activities.
- Participate in developing organizational guidelines & procedures.
- Assist with all internal & external HR related matters.
- Ensure the motivation of employees and their retentions.
- Investigate complaints brought forward by employee & take necessary action with the help of management as per company policy.
- Monitoring physical & digital personal records related to employee & vendors.
- Vendor management & its billing, invoice check.
- Ensure the Medicare facilities/med-claim for all employees.
- Ensure the safe, healthy and hygienic environment for staffs.
- Look after housekeeping and cafeteria management.
- Monitoring security (Physical, data & asset) & gather daily report by security personals.
- General office management, ordering stationary, etc.
- Ensure to respond the employees' queries/escalations by mail or physically.

GULF EXPERIENCE:-

Organization : Al Khodari Sons Co.
Designation : Asstt. Manager- Personnel
Duration : 21st Oct 2015 to 10th Aug 2019
Location : Jeddah (KSA)

Got appraisal and the management selected me to promote as an **Asstt. Manager** in Personnel/HR department & assigned with expended responsibilities of Personnel & HR

RESPONSIBILITIES:

- Monitoring all different project sites & their necessary human resources requirements in order to achieve company business goal through employee recruitment process.
- Candidate hunting/recruitment through consultancy channel and monitor its entire process.
- Handled employee terminations/resignations - final paycheck calculation and processing, along with exit interview.
- Ensure the annual performance appraisal and assessment as guided by respective departmental heads.
- Ensure to provide induction & training programme for new comers.
- Administers personnel policies and procedures for effective and uniform application in all personnel management areas including: recruitment, civil rights, disciplinary actions, grievances, appeals, collective bargaining, payroll, benefits, classification & pay, and all other matters pertaining to maintaining an effective diverse workforce. Provides job class standards and completes performance review on subordinates.
- Supervising HR Help Desk to resolve all kinds of employees' related issues.
- Handling employees' complaints, grievances and disputes.
- Assists the HR Manager in review of salaries, implementation of terms & conditions of employment with the aid of the house rules, and in constant check of government legislation.
- Handling employees' wage settlements & issues of labor court.
- Managed work schedules, WNS, overtime, budgets, audit reports, labor hours, and prepared payroll reporting, time adjustments, cash advances and other associate request.
- Reconciles payroll data and invoices and submits to Accounting Department.
- Conducted training for all department heads regarding Labor Laws and Meal Exceptions.
- Reimbursement approval of travel invoices & other miscellaneous expenses related with staffs.
- Monitoring employees' health insurance & collect health reports by male nurses from all project sites. Handling death cases till final process as per death state.
- Maintains good communication with other managers, staff & outside contacts.
- Ensure to inform all the employees about the policy changes through circular.

Designation : Personnel Officer
Duration : 05th Dec 2012 to 20th Oct 2015
Location : Jeddah (KSA)

Al Khodari Sons Company is a multifaceted contracting company whose success rests on its highly skilled and dedicated team of professionals. The wide scope of activities spans: civil engineering, roads and bridges, railways, buildings and infrastructure, water & waste water treatment, oil & gas and pipelines in support of petrochemical production, city cleaning & environmental control, land transportation and operation & maintenance activities.

RESPONSIBILITIES:

- Ensure to updating employees' updated details in oracle (handling HRIS).
- Handling data base for more than 16,000+ manpower & their issues through HRMS.
- Ensure to fetch workers' monthly attendance from biometric finger machines.
- Ensure monthly payroll sheet & it's uploading in HRM-System to further salaries transactions (banking & cash).
- Prepare letters, memos, presentations, reports and proposals as required.
- Preparing periodical performance reports & submits to the management.
- Ensure to keep all records to relating data with project and its resources.
- Ensure the employees' resident permit (work permit) and passport renewal on time.
- Ensure the appointment & joining letters for new joiners as per company policy.
- Employees' mobilization/demobilization as per company set objectives.
- Co-ordination between management and line staffs.
- Monitoring vacations and exits (resignation & termination) procedures as per company policy.
- Monitoring air reservations for vacation & exit staffs with specified company's travel agency.
- Reimbursement approval of travel invoices & other miscellaneous expenses related with staffs.

- Look after tracking records of absconded employees and memo circulate accordingly.
- Look after all kind of employees' deductions & penalties as per company policy.
- Ensure working hours & invoices process of all suppliers' (manpower co.).

INDIA EXPERIENCE:-

Organization : Usher Infotech
Designation : HR/Admin Executive
Duration : 13th March 2011 to 27th Nov 2012
Location : New Delhi

Usher Infotech the company engaged in professional website designing, search engine optimization & IT solutions.

RESPONSIBILITIES:

- Assist with the recruitment process by identifying candidates, conducting reference checks & issuing employment contracts.
- Manage the organization's employee database & prepare reports
- Perform orientation & update records of new staffs.
- Handling attendance management & preparing monthly payroll accordingly.
- Produce & submit reports on general HR activities.
- Participate in developing organizational guidelines & procedures.
- Assist with all internal & external HR related matters.
- Assist with employee motivation & retention.
- Investigate complaints brought forward by employee & take necessary action with the help of management as per company policy.
- Monitoring physical & digital personal records related to employee & vendors.
- Vendor management & its billing, invoice check.
- Ensure the Medicare facilities/med-claim for all employees.
- Ensure the safe, healthy and hygienic environment for staffs.
- Look after housekeeping and cafeteria management.
- Monitoring security (Physical, data & asset) & gather daily report by security personals.
- General office management, ordering stationary, etc.
- Responding employees' queries/escalations by mail or physically.
- Handling general compliance.
- Handling events and clients visit.

EXPERIENCE DETAILS:-

Organization : HCL COMMNET
Designation : Admin Executive
Duration : 25th May 2009 to 21st Feb 2011
Location : Noida

HCL Comnet Ltd. is a leading global IT services, solutions and product engineering company. A subsidiary of HCL Technologies, it caters to more than 100 organizations globally from American and European Fortune 500 firms. It provides end user computing services, datacenter services, networking services, managed security services, application operations services and process and tool consultancy.

RESPONSIBILITIES:

- Shift monitoring and preparation of **MIS**.
- Monitoring facility Helpdesk and their attendance and leave management.
- Handling around 1500 of human resources for transport facility.
- Handling around 250 fleet of different vendors.
- Ensure proper fleet arrangement before pickup & drop facility.
- Ensure the fleet compliance as per company parameter.
- Look after escalation and make resolve with meeting/mail.
- Ensure the Medicare/med claim facilities for all employees.

- Ensure the safe, healthy and hygienic environment for all staffs.
- Cafeteria and housekeeping management.
- Ensure the sufficient stationary and its distribution accordingly.
- Monitoring security (Physical, data & asset) and BMS.
- Ensure the sufficient number of security guards inside the premises.
- Ensure the general facility compliance.
- Vendor management and billing and invoice check accordingly.
- Ensure the employees' attendance/access record during the time of exit & entry.
- Access and ID card generation for new employees.
- Handling events and cultural activities.

EXPERIENCE DETAILS:-

Organization : OKS SPAN TECH PVT. LTD
Designation : Project Associate
Duration : 10th July 2007 to 2nd June 2008
Location : New Delhi

Working in US based Company into Database Management & Providing solution for Business Process Automation and Reengineering. It offers services like data capturing, Standardization, data analysis and interpretation, the US client. The clients are researchers' house, companies, business agencies and publishing Telephone Directories.

RESPONSIBILITIES:

- Data capturing, Data standardization and Enhancement.
- Ensure the quality check of listings and match with prescribed data.
- Responsible for team's meeting minutes.
- Downloading Job Procedure through FTP.
- Responsible for **MIS** preparation.

QUALIFICATIONS

- ❖ **MBA (HRM) from ANNAMALAI UNIVERSITY, 2009.**
- ❖ **BA (Arts) from JAMIA MILLIA ISLAMIA, 2005.**

PERSONAL INFORMATION

Name	:	Ashraf Ali Khan
Father's name	:	Anwar Ali Khan (Late)
Date of birth	:	1 st March, 1984
Marital status	:	Married
Nationality	:	Indian
Language proficiency	:	English, Hindi, Urdu & Arabic
Passport No	:	M9089796
License (Driving)	:	Having valid license-India & KSA
Address	:	Alam Road, Churi Patti, Kishanganj, Bihar, India

HOBBIES AND OTHER INTERESTS

Collecting information on technological advancement from journals, Internet and various other sources. Participating in debates, group discussions, seminars etc. Reading fiction and non-fiction.

ACHIEVEMENTS & OTHER CURRICULAR ACTIVITIES

- ❖ Won some other certificates & medals in chess competition & Martial Arts.

Date: _____

Place: _____

(Ashraf Ali Khan)