

Mohammed Hidayath

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HUMAN RESOURCES / GENERALIST / RECRUITMENT OFFICER

- ♦ **A dynamic professional with 8+ years of extensive background in HR generalist affairs** including experience in employee recruitment and retention, staff development, performance appraisal, office Administration, conflict resolution, induction and training, benefits and compensation, HR records management, HR policies development and legal compliance.
- ♦ **Expertise in handling HR functions** entailing Recruitment, Training, Grievance Issues and managing Vendors.
- ♦ **Adept at handling** day to day administrative activities in coordination with internal /external departments for smoothen business operations.
- ♦ **Demonstrated** ability to liaise with stakeholders involved in human resource management.

HR SKILLS

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|----------------------------|---------------------------------|-----------------------------|
| ♦ HR Department Startup | ♦ Staff Recruitment & Retention | ♦ Orientation & On-Boarding |
| ♦ Employment Law | ♦ Employee Relations | ♦ HRIS Technologies |
| ♦ Administration | ♦ Manpower Planning | ♦ Induction & Training |
| ♦ HR Policies & Procedures | ♦ Benefits Administration | ♦ Performance Management |

PROFESSIONAL EXPERIENCE

EQUINOX GLOBAL INVESTMENT (Retail and Property Development) — Doha, Qatar

Diversified with various industry real estate development & investment (The real estate portfolio includes shopping malls, residential compounds, commercial and industrial developments) B2B (contracting, project work and product distribution.), retail (Furniture & Homeware, Beauty, Toys, Costume jewellery, food & Beverage, fashion) Spanning Asia, Europe, America etc.

Human Resource Recruitment Coordinator, May' 2016 to Nov' 2016

Reporting to HR Manager / Head of Retail Manager, my responsibilities are:

Key Results:

- ♦ Played key role in successful launch of Qatar branch office
- ♦ Developed salary, compensation, benefits and incentive packages
- ♦ Negotiated nearly 100 job offers (salary, relocation etc.) at both exempt and non-exempt level
- ♦ Revised job descriptions for over 50 job categories
- ♦ Conducted screening, pre-employment checks and interviews
- ♦ Oriented new employees (code of conduct, policies, health and safety etc)
- ♦ Instrumental in maintaining a high employee retention rate of 92%
- ♦ Saved salary costs by 15% by accurate record keeping
- ♦ Liaised with global vendors approved by local Chamber of Commerce.

PROFESSIONAL EXPERIENCE (CONTINUED)

MECTON - WLL (India & Qatar)

MECTON Group of companies to provide Integrated Services for the OIL, GAS, POWER, HOSPITALITY MANUFACTURING, FACILITY MANAGEMENT, CONSTRUCTION and other industry verticals driven by the passion of the promoters involved in resources business for more than two decades.

Human Resource Recruitment Coordinator, 2008 to 2016

Reporting to General Manager / CEO, my responsibilities are:

Key Results:

- ♦ Performed complete recruitment cycle for Middle East Clients in diversified verticals (IT, oil and gas, manufacturing, power and utility, petrochemical, constructions)
- ♦ Acted as a single point of 45 contact for key accounts
- ♦ Trained over 25 staff on interviewing techniques and recruitment process
- ♦ Maintained payroll for up to 450 employees
- ♦ Developed creative and cost-effective incentive and morale-boosting programs to improve employees' job satisfaction and productivity.
- ♦ Placed 150 employees in 90 days from the following sources job portals, references, social network, free positing advertisement etc, generated revenue with 100 million riyals during crises period.

Education

Bachelor of Computer Application (BCA)

2007

University of Madras, Chennai, India

Master of Business Administration (MBA)

2013

University of Madras, Chennai, India

Computer Skills:

- ♦ HRIS applications (PeopleSoft, Greytip, Enterprise Human Resources)
- ♦ MS Office (Word, Excel, PowerPoint, Access, Outlook)
- ♦ Social Media for Business
- ♦ Internet Research

Personal Details:

Marital status	-	Married
Age	-	31
Nationality	-	Indian
Languages proficiency	-	Fluent in English, English and Urdu (spoken)
Visa status	-	Company/ Residence Visa

References:

- ♦ Available upon request.