

"GULAM ROSHAN ZAMEER"

New Delhi, India

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APPLIED POST: Executive HR/Admin/Recruitment Manager/Executive Secretary/Doc. Contr.

SUMMARY:

Executive HR/Admin as well as recruitment Manager who has successfully oriented during more than Nine year's career in Human Resource coordinator and recruiting.

Seeking an opportunity to designate a challenging role and a responsible position in your organization which will help me using the best of my potential, talent and every point to give me an opportunity for exploring the dimension for professional and personal achievement.

HIGHLIGHTS:

- Personal record maintenance
- Human resource audit
- New employee orientation
- Maintain confidentiality
- Process interview up to deployment
- * Exceptional multi task
- * Labor Agreement
- * Ms-office, email, Internet, Fax, Calls
- * Excellent communication skill
- * Fluent in English, Arabic, Hindi & Urdu

ACCOMPLISHMENT:

- Revamped the orientation process for new hires which was implemented company wide.
- Designed a standard exit process and interview survey that was implanted permanently.
- Lead the staffing planning committee.
- Promotion of employee according to work agreement or ability.
- Make hard working, honestly and peacefully office environment.
- Handle whole the entire processing as interview up to deployment.
- Excellent communication with client, candidates as well agents.

(I) WORK EXPERIENCE:

As a "Recruitment Manager" in Skyline Placements, A Manpower Recruitment Consultancy, New Delhi from September 2015 Till to date .

JOB PROFILE:

- Arrange, handle and processing all the mode of selection.
- Coordinate with client at the time of Interview and provide update report with summary.
- Handle whole the entire end to end processing,
- Receive power of Attorney, Agreement, E-Wakala, Offer letter and other related documents from company as per required.
- After getting approval move for further processing for white collar as well as blue collar.
- Forward passport and necessary documents of Medical fit candidates to the visa department for their visa processing.
- Arrange necessary documents for degree verification and culture attaché for relevant candidates and assist the concern person for verification.
- Coordinate with company for emigration processing,
- Arrange and collect documents from company for the clearance of emigration, such as demand letter, power of attorney, raise demand etc.
- Proper update the visa status through Enjaz and provide suitable visa categories for the candidates as per required to the visa processing department or concern person.
- Update status report and visa report send to the client along with entire management properly.
- Stamped visa copy send to the client accordingly.
- Request for ticket from company or with travel department as per required.
- Arrange travel schedule and ticket for candidates through agent/online.
- Send flight schedule and ticket for the confirmation and request to pick candidates from airport accordingly.
- For CVs requirement, arrange CVs from recruiter's and other sources and send to the company as per required and get approval for further processing.
- Continuously communicate with client and candidates to know their status through proper email, calls and with other sources.
- Update and arrange documents and files as per individual companies.
- Handle the entire process of Work visit visa, Family visit/permanent visa,
- Arrange required documents such as attested letter of Invitation by chamber and foreign affairs, original passport, picture etc. as per required accordingly.
- After visa endorsed communicate with candidates and forward their documents accordingly, and properly follow up till to the end.

(II) Work Experience: As a “Recruitment Supervisor” in H.R International, New Delhi from Aug. 2014 to August 2015.

JOB PROFILE:

- Handle whole the entire processing of recruitment up to deployment.
- Coordinate with client at the time of Interview and provide update report with summary.
- Receive power of Attorney, Agreement, E-Wakala, Offer letter and other related documents from company as per required.
- After getting approval move for further processing for white collar as well as blue collar.
- Forward passport and necessary documents of Medical fit candidates to the visa department for their visa processing.
- Arrange necessary documents for degree verification and culture attaché for relevant candidates and assist the concern person for verification.
- Proper update the visa status through Enjaz and provide suitable visa categories for the candidates as per required to the visa processing department or concern person.
- Update status report and visa report send to the client along with entire management properly.
- Stamped visa copy send to the client accordingly.
- Request for ticket from company or with travel department as per required.
- Send flight schedule and ticket for the confirmation and request to pick candidates from airport accordingly.
- For CVs selection, arrange CVs from recruiter's and send to the company as per required and get approval for further processing as per required.
- Continuously communicate with client and candidates to know their status through proper email, calls and with other sources.
- Update and arrange documents and files as per individual companies.
- Coordinate and assist other's division also as per required.

(III) WORK EXPERIENCE:

Designation as an "Executive HR/Admin" in "Human Resource Department"
Including handling as (Executive Secretary/Personal Assistant/Document controller)
At AL-ARMAK LTD. CO. for trading, Industry & construction Organization at Riyadh,
Kingdom of Saudi Arabia since August 2006 till to June 2014.

JOB PROFILE:

- Assume complete control of high level and confidential documents. Ensure all documents are well maintained and filed for easy.
- Prepare employment contract and agreement with recruitment agencies, and look out candidates resume by using sources in order to fill all the required position.
- Handle recruitment process according to organization's vacancies.
- Arrange Interview for HR and technical managers. Provide feedback, and follow up on interviewers for hiring new staff.
- Visit countries for the selection of worker's for interview as delegates.
- Maintain personal files and keeping safe passport of the employee.
- Online service of MUQEEM, MOI, MOFA, online banking services.
- Make online payment for Iqama, Exit-Re-entry visa, traffic violation, Air-Ticket etc.
- Procedure for making new & renewal of residence permit (IQAMA), & passport.
- Procedure for exit & re-entry visa, abscond workers.
- Collect the details of all projects every month, Follow-up leave for employee.
- Collect & maintained time card from all site every month & forward to account section.
- Making & maintain personal files, all record and details of the employee.
- Follow-up the new coming guys making contract, medical & send to required project.
- Keeping of all tracks of records confidentially.
- Visit to the embassies as per required, Organize new employee inductions.
- Preparing reference requests, contracts, medical forms etc for new joiners.
- Act as general liaison between employees and other HR members, assisting employees with queries on company policies, annual leave, sickness and maternity issues.
- Assist with benefits administration such as Healthcare and Pensions etc.
- Contact & follow up the consultant offices as per required.
- Assisting the HOD in day-to-day correspondence/work.
- Maintain logs and records of office activities.
- Handle hotel bookings & travel arrangement with agent/online.
- Perform other department related activities as instructed.
- Helps the manager in sourcing the candidate by coordinating with the agent.
- Coordinate with HR assistant for employee's residencies, insurance, and maintained.

- Follow- up with PRO visa process from the first stage till the employee has his residency, Sending required documents for candidates, booking engagement tickets, and arrange accommodation for new joiners as per their position.
- Issuing medical insurance card for employees and their dependents.
- Update, renewal & new registration and Insurance of cars.
- Coordinate with HR Assistant for Issuance of letters, salary certificates, and service certificates, Assist for maintenance of employee records and official documents.
- Assists senior employees in carrying out more complex tasks in order to develop skills and fulfill tasks.
- Assists in maintaining satisfactory levels of office supplies through monitoring usage and informing when replenishment is needed.
- Prepare letter and documents for Embassies, Consulate and other office as required.
- Provide assistance to the manager as required or requested that include word processing, transcription, information research, filing, taking and directing telephone messages, draft memos, financial and other reports as appropriate
- Follow up, record, supervise the attendance, vacation and absence records for the division use and provide the division manager with it whenever wanted, (if any)
- Performs other administrative or office duties or projects as required or as assigned.
- Any other reporting or supporting tasks as required by the manager or for work necessity.
- Communicate and handle incoming and outgoing electronic communication,
- Handle courier service sending and receiving letters, documents etc.
- Handle all secretarial work, copying, filing, calls, fax, mails and replying.
- Answer phone calls, take messages, transfer telephone calls in a professional manner.
- Review and summarize reports and documents, prepare outgoing mail as necessary,
- Scan, file, arrange and do all paper related duties,
- Purchase stationary goods for office required.
- Arrange travel schedule and reservations for executive management as needed
- Answering phones, ensuring timely and accurate transmission of messages.
- Filing, distributing mail and other administrative duties as required.
- Operate a variety of office equipment: personal computers, copiers, scanners, fax machines and etc., as required.
- Manage, sort, log, and distribute incoming and outgoing mail as required.
- Perform other related duties as assigned.

EDUCATIONAL QUALIFICATION:

- ◆ Bachelor of science (B.sc. Physics Honor's) (1st class, 65.75%, Yr.2003)
- ◆ Intermediate of Science. (I.sc) (2nd Class, 55.56%, Yr.1999)
- ◆ Bihar School Examination Board Patna. (1st Class, 63.29%, Yr.1997)

PROFESSIONAL QUALIFICATION:

- ◆ Diploma in computer application (DCA) (RCSM)
- ◆ Certificate in computing (CIC) (IGNOU)
- ◆ Auto cad drafting (Civil)

COMPUTER SKILLS:

- ◆ Ms Windows and office applications.
- ◆ AutoCAD operating.
- ◆ E-mail & Internet Browsing.
- ◆ Computer software & hardware repairing, installation & maintenance.

PERSONAL MEMORANDUM:

Full name: Gulam Roshan Zameer
Father's name: Late Afzalul Haque
Date of birth: 01/01/1982
Marital status: Married
Nationality: Indian
Religion: Islam
Passport no: M 1341796
Validity: 16/09/2024

Language known:

| Language | Read | Write | Speak | Fluent |
|----------|------|-------|-------|--------|
| English | ✓ | ✓ | ✓ | ✓ |
| Arabic | ✓ | | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ | ✓ |
| Urdu | ✓ | ✓ | ✓ | ✓ |

CONTACT DETAILS:

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Date: -----

Signature

Gulam Roshan Zameer

Place: -----