
ZAFER HUSSAIN

Mobile: +91- 9560512045; 8083354043 Email: zaferhr@gmail.com

JOB TARGET: **SR.HR Executive/Any Suitable**

CAREER OBJECTIVE:

To excel in the field of HR department while utilizing self knowledge and skills for the mutual benefits and become a successful HR Professional.

Synopsis

- A result oriented professional with 10 years of exposure in **HR/Admin./PM/IR (Human outsourcing recruitment)**. Expertise in handling a diverse range of operations entailing HR/PM/IR Management. Proven track record of developing procedures, service standards and HR policies, planning & implementing effective control measures to reduce running costs of manpower sourcing. **Expertise in HR and Industrial Relation**. Experience in senior HR Role, with a strong focus in **HR development** and **Personnel management**.
- Analytical ability and comfortable in a highly computerized environment, preferably in HR Focus. Good knowledge of HR sourcing based in overseas- USA, Europe, Asia Region. Excellent communication, inter personal, liaison and **problem solving skills** with the ability to work in multi-cultural environment.

HUMAN RESOURCE

- Recruitment Management
- Workforce Planning
- Training Needs Analysis
- Absence Management
- Overtime Management
- Performance Management
- Leave Management
- Promotion and Transfer
- Communication skills
- Grievance Handling
- Disciplinary Matters
- Team-Working Management
- Compensation & Benefits
- Industrial Relation Management
- Exit Interview & Process

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Delhi)

Deep Construction Co. Pvt. Ltd.

(New

to Present

POSITION: SR. HR Executive ;

June,2015

Job Responsibilites

- Responsible for preparing & maintaining H.R. related records
- Frequent employee meetings.
- Update medical insurance record of the employees.
- Responsible & Accountable for End to End Recruitment for the entire requirement Collecting & discussing specific Manpower Requirements with respective HOD and getting it approved by Managing Director.
- Managing all the employee benefit plans.
- Creating employment offer letter.
- Conduct new employee orientation and assist them company welfare & benefits.
- Prepare memos, letters, and other documents.
- Salary process and managing employees benefit plans.



Town, Bahrain)

Ambattur Clothing International W.L.L.

(Isa

2012 to April, 2015

POSITION: SR.HR Executive;

Sept,

Job Responsibilities

▪ Recruitment & Selection

- Responsible & Accountable for End to End Recruitment for the entire requirement Collecting & discussing specific Manpower Requirements with respective HOD and getting it approved by Managing Director.
- Short listing the profiles sourced by the recruitment executive.
- Sourcing profiles for the Senior Positions & Key Positions.
- Conducting HR Round of Interviews, Salary Negotiations & Offer Finalization.

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- **Performance Management**
 - Responsible for managing the entire Performance Management Cycle (Annual, Confirmation)
 - Monitoring & Managing the Performance deviations.
- **Welfare & Benefit Policies**
 - Responsible for end to end annual compensation & benefit exercise.
 - Managing all the employee benefit plans.
 - Proposing new benefit plans to the management.
 - Assisting Director on the Annual Personnel Budgeting.
 - Overseeing the Monthly Payroll Management and Salary Processing.
 - Drafting & reviewing all personnel policies (Drafted Leave, Holiday, Travel, Variable & Incentive, Grievance Redressal, Reward & Recognition, and Corporate Medical Insurance Policies etc.)
- **Industrial Relation**
 - Maintaining harmonious Employee relation through:
 - Employee Counseling
 - Effective Grievance Handling
 - Maintaining High Employee Morale
 - Reduction in Industrial Disputes
 - Frequent employee meetings & Pulse Check.
- **Statutory Compliance**
 - Compliance of statutory obligations under various labour and industrial laws.
 - Maintaining satisfactory relationship with government authorities

PROFESSIONAL EXPERIENCE



شركة شيد المحدودة
SHADE CORPORATION LTD

Shade Corporation Ltd.
(Arabia)

(Dammam, Saudi

POSITION: SR. HR Officer; Sept, 2010 – Aug,
2012

Shade Corporation Ltd is a general contractor deals in Civil, Electrical, Mechanical and landscaping and has completed various projects like industrial, commercial and site development.

JOB PROFILE

- Human resource duties such as recruitment and selection for local applicants and overseas applicants.

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- Prepare job advertisement and forward it to overseas agent after Management approval.
- Coordinating with overseas recruitment agent.
- CV short listing and inform to the Management.
- Conduct Screening interviews
- Creating employment offer letter and Agreement paper.
- Conduct new employee orientation and assist them company welfare & benefits.
- Arranging paper work for new staff's medical.
- Addition and Deletion of staff records in the HRMS.
- Prepare memos, letters, and other documents.
- Managing staff performance and staff promotion and increments.
- Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
- Schedule and coordinate meetings, interviews, appointments, events.
- Perform exit interviews and generate appropriate paperwork for corporate.
- Preparing vacation/Exit full and final settlement of the employees.
- Visiting camp to survey the living conditions of the employees and report to the management.



(Abu Dhabi, U.A.E)

Al fara'a General contracting company. (L.L.C)

2008 to Aug, 2010

Position: Human Resource Coordinator; Nov,

JOB PROFILE

- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures, and reporting in compliance.

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- Coordinating with oversea recruiting agencies and provide them by required documentations to finalize the employment procedures for international employees.
- Responsible for collecting original passports, contract papers, medical reports and resumes.
- Update medical insurance record of the employees.
- Make travel arrangements for new employees.
- Preparing passport and iqama expiry list, inform all concerned through email and notice boards.
- Preparing the notice of license expiry and forwarding to all concern, and camps for placing it in the Notice Boards.
- Maintains employees' records and arranging necessary documents and track employees reporting, absence, vacation days and exit full & final settlement.
- Procedures to resolve employee's problems.
- Up-date important documents and records.
- Activate employees ID card/punching card and printing.
- Payroll maintenance, employee loans, maintains bulletin boards and all legal postings in facility, etc.
- Preparing and analyzing monthly payroll, and ensuring the accuracy of payroll functions.
- Implementing changes leading to best practice operation using ERP.
- Analyzing and exploring possible reasons for staff turnover.
- Employee's welfare & benefits and resolve the issues.



Delhi, India)

Dev Musco Lighting Pvt. Ltd.

(New

Position: Human Resource Executive; Jun, 2006 – Oct,
2008

JOB PROFILE

STATUTORY COMPLAINTS & EMPLOYEE WELFARE

- Maintaining Personal Files of Employees

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- Responsible for preparing & maintaining H.R. related records
- Ensuring Statutory Compliances pertaining to Attendance, Leaves, PF and ESI etc.
- To complete the full & final settlement of employees
- To handle Group Mediclaim / insurance policies of employees
- To handle third party contractor

RECRUITMENT& SELECTION

- To assist Head-HR in recruitment process
- To screen / conduct the initial interviews
- To update the induction kit & to induct the new employees

PERFORMANCE MANAGEMENT

- To assist Head-HR in Performance Appraisal exercise
- To handle the increments exercise

MANAGEMENT INFORMATION SYSTEM

- Preparation of other H.R. MIS Reports.

OTHERS

- To handle other administrative responsibilities & issued related to fleet management.

Summer Training



Bokaro Steel Plant, SAIL (India)

(Bokaro, India)

Position: HR Trainee

Duration of Training – 6 weeks

Project Title: IR (Industrial Relations) A study on importance of trade union in Bokaro Steel Plant under the supervision of steel Authority of India Ltd.

ZAFER HUSSAIN

EDUCATIONAL QUALIFICATIONS

University of BRABU, India Jun 2006

Degree: MBA (Master of Business Administration)
Specialization: HRM (Human Resource Management)
Degree: B.com (Bachelor in Commerce)
Main: Accounts

LANGUAGE, COMPUTER AND OTHER SKILLS

- Language skills: Fluent in English (Speaking, written and writing)
- Computer skills: Proficient in Microsoft Windows, PowerPoint, Word, and Excel and Focus.
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- Establishing workplace policies and procedures.
- Industrial relations knowledge.
- Training and development skills.
- Managing recruiting and selection processes such as, job analysis, job description, interview preparation and selection a right employees.
- Mediation and conflict resolution skills
- Managing employment termination processes such as, redundancy, retirement, redeployment, resignation, dismissal and conducting exit interviews.
- Managing performance management processes such as, performance appraisals techniques.
- Managing remuneration and employee benefits.
- Managing human resource services such as, developing a service level agreement.
- Background in Focus ERP software for human resource
- I have a high level of professional verbal and written communication skills. I am fully capable and willing to work with all levels of staff and management.
- Event Management and Presentation skills
- Time Management Skills
- Ability to write reports and documentation
- I have good social skill to work either independently or as part of team.

PERSONAL INFORMATION

- Nationality: Indian
- Birth Date: 30 Dec, 1981
- Gender: Male
- Passport valid: 21/06/2025

ZAFER HUSSAIN

- Passport No. Z3227243

REFERENCES

- Sajjad Ilahi (Marketing Head) +91-8080652881
- Sohail Ahmad (HR Manager) +91-9210080021

DECLARATION

I to the best of my knowledge certify that above information is correct and complete.

DATE:.....

PLACE:.....
HUSSAIN

ZAFER