**CURRICULUMVITAE**

**MOHAMMAD SHABBEER**

**D-59, Surya Nagar,**

**Distt – Alwar (Raj)**

**Mob.No:- +919828056667**

**E-Mail:-** [**shabbeer.hrd@gmail.com**](mailto:shabbeer.hrd@gmail.com)

**OBJECTIVE:-**

To utilize and enhance my knowledge and skills for development of the organization and I would like to be a person who has the theoretical as well as practical knowledge.

**WORK EXPERIENCE :-**

**Working as a Deputy (Unit) Manager – HR & Admin with Varun Beverages Ltd (Corrugation & Shrink Film). (FOBO of PEPSICO) at Alwar, (Raj) w.e.f. 01st Jan. 2015 to till date.**

**DETAILS OF JOB PROFILE : - (Work Force – 350)**

* Manpower Planning and Budgeting.
* Recruitment and Selection .
* Training & Development.
* Screening and short list databank for openings thru Naurkri.com portal.
* Issuing Offer / Appointment letters.
* Payroll Handling in SAP (HCM module).
* Time office Management.
* Handling Statutory Compliance – Factory & Boiler Act, PCB, EPF, ESIC, CLRA, ISO, Explosive, Fire, W&M, Pressure Vessel, Hoists /Lifting Machines, Earth Pit Resistance Testing Record.
* Timely submission of Half / Yearly returns.
* Monthly submission of PF & ESIC Challan
* Preparing monthly / weekly Reports – MIS, MRM and Man hours etc.
* Disbursement of monthly Salary and Wages.
* Timely renewal of Licenses and certifications related to Plant.
* Liasioning with Government Authorities and local leaders.
* Implement of policies. (5S, GMP and ISO)
* Grievances handling
* Taking care of GMP and GHK at Plant
* Taking care of Plant Security and fire hydrant systems.
* Taking care of Transportation and Canteen Facility
* Coordination with Bank for opening Salary Account.
* Handling 6 member’s team.
* Taking care of Civil work / Maintenance at Plant
* Labour Handling
* Maintaining all compliance registers & forms.
* Developed new vendors for all maintenance works at Plant.
* Taking care of Green belt area.
* Conducting employee internal tournaments of games.
* Organizing parties for major achievements.
* Providing Mediclaim cards.
* Assist to Manufacturing – GM (Plant Head)
* Report to GM – HR at Corporate office.

**Worked as a Deputy Manager – HR & Admin with Varun Beverages Ltd. (FOBO of PEPSICO) at Bhiwadi, Distt – Alwar, Rajasthan w.e.f. 01st Mar. 2014 to 31st Dec. 2014.**

**Worked as an Assistant Manager – HR & Admin with Varun Beverages Ltd. (FOBO of PEPSICO) at Nuh, Distt – Mewat, Haryana w.e.f. 26th March 2012 to 28th Feb. 2014**.

**DETAILS OF JOB PROFILE: - (Work Force - 700)**

 Liasioning with Government departments for obtaining different types of NOC's (HSD, LPG, DG and startup of project) and Licences, Smooth coordination with Local Government Authorities and local rites.

* Statuary compliances related to Factory Act, EPF and Contract Labour Act.
* Ensure timely disbursement of monthly Wages / salary of plant employees.
* Ensure timely disbursement of wages by the contractors to the labour.
* Taken fresh PF Code for our newly Plant.
* Ensure timely generate and submission of EPF challan (online) on monthly basis.
* Employee Relation : Interaction with employees for maintaining harmonious relationship, Grievances handling of workmen’s and employees i.e. dispute in salary, canteen service, working atmosphere & hours and transportation, Providing Mediclaim facility to all employees with GPAIP and WC policy etc.
* Preparation of Manpower budget & Man power Plan.
* Resume search through Job portals & consultant’s.
* Screening the applications as per requirement.
* Conducting tests, interview issuing offer letter and appointment letters.
* Post appointment activities etc.
* Maintaining personal files and other relevant documents.
* Recruitment and Selection: Selected highly talented workers (Technical & Non- Technical).
* Taking care of Manpower planning at Plant Level, Actual V/s Budget
* Coordination to consultant for Recruitment.
* Labour Handling: Timely arrangement of Manpower for plant. Providing feedback to management about shop floor of Labour activities and their work environment. Motivating them for better work culture.
* Administration: (a)Taking care of House Keeping (b) Security personnel and other security systems

(c) Time office Management (d) actively involved in green belt development.

(e) Arrangement of Vehicles for official purpose, Arrangement of accommodation for guests and new joinee's. (f) To provide ATM facility for salary withdrawn.

(g) Arrangement for daily basis internal trainings and Monitoring training records.

 Timely implementation of new policies at plant level i.e. M&W, 5S, TPM, Jewelry policies and etc.

* Managing manpower cost in off season due to seasonable industry.
* Monitoring on daily, weekly and monthly reports.
* Contributed major time in project work and commissioned three lines before given time.
* Handling 12 members HR & Admin team.
* Conducting Appraisal process of employees except manager’s.
* Reporting to GM- HR and AVP – Admin.

**Worked as a Sr. Executive – HR with G4S Secure Solutions (India) Pvt Ltd. under Jaipur Branch w.e.f. 01st August 2011 to 25th March 2012.**

**DETAILS OF JOB PROFILE: - (work force - 870)**

 Preparing Wages and Salary Administration in ERP (Employee Resource Planning) Payroll.

 Recruitment and Selection of direct staff as per the requirement for Jaipur & Udaipur Branch.

 Maintaining personal files of the employees.

 Maintaining leave records.

 Managing promotion policy of the direct staff at branch level and conducting appraisal process.

 Preparing monthly MIS reports of the branch and send to the Regional Office.

 Online Registration of newly recruited employees on ESIC site for allotment.

 Preparation of ESIC half yearly returns of all locations in Rajasthan & timely submission.

 Prepare monthly P.F. Challan& return and timely submission.

 Preparation 3A & 6A PF Annual return and timely submission.

 Settlement of EPF Accounts.

 Handling employee grievances.

 Disbursement of monthly pay slip and annual PF slip and maintaining records for the same.

 btain Contract Labour Act Licence where ever more than 20 employees working.

 Timely renewal of Contract Labour Act licences and Shop & Establishment Act.

 Produce required documents whenever Central / State Labour Inspection held at any site and settlement the case.

 Attending State / Central Labour cases in the court.

 Liaisoning with Central Labour, State Labour, P.F. and ESIC Authorities

 Cordinate with Local Police Stations.

 Preparing Gratuity claim.

 Full & Final Settlement.

 Voluntary deduction in case of death an employee in the organisation at Jaipur / Udaipur Branch.

 Provide ATM facility to employees.

 Assist to Regional Manager.

 Reporting to General Manager HR & IR.

Worked as a **Senior Executive - HR** with G4S Security Services (India) Pvt Ltd under Udaipur Branch w.e.f. 01st April 2010 to 31st July 2011.

Worked as an **Executive - HR** with G4S Security Services (India) Pvt Ltd. under Udaipur Branch w.e.f 01st Feb 2008 to 31st March 2010.

Worked as a **Personnel Assistant** with G4S Security Services (India) Pvt Ltd. under Jaipur Branch w.e.f. 05th August 2006 to 18th March 2007.

**DETAILS OF JOB PROFILE: - (work force - 300)**

 Recruitment and Selection of direct staff as per the requirement.

 Successfully managing the recruitment for Udaipur Branch by developing strategic manpower planning

 Maintaining personal file of the employees & timely updation. (**Forms** : - i.e. Personal details, contract for employment, police verification, Surety, Training Certificate, **Form F** - PF, F-2, ESIC, F-1, GPAIP, Family Details First Salary Slip, First Deployment order, Voluntary deduction, Absconder letter, Resignation & Final Settlement.

 Managing promotion policy of the direct staff at branch level and conducting appraisal process.

 Liaisoning with Labour Department, PF Department and ESIC Authorities.

 Maintaining records / registers (i.e. Attendance, over – time, Penalty, Wages, Advance, Deduction, Leave, Bonus and Accident) of any statutory compliance under Central Minimum Wages Act / State Minimum Wages Act and Bonus Act and produce whenever the Labour Inspection held by the Government Authorities at the site and settlement the particular case.

 Preparation of half yearly returns of ESIC and timely submission of the same.

 Maintaining healthy employee relations, handling employee grievances thus creating an amicable and transparent environment.

 Maintaining records of Clothing Store and submission to report to the higher authorities of the organisation for further requirements.

 Involvement in Operational Issues.

 Preparing monthly reports of the branch and send to the Regional Office / Head Office.

 Assist to Branch Manager.

 Reporting to Regional Manager HR & IR.

**PROFESSIONAL QUALIFICATION:-**

 M.B.A. (Distance Learning) from Sikkim Manipal University - 2012

 MS-Office:-Excel, Word, PowerPoint and Internet

 Good typing speed in English and Hindi

**ACADEMIC QUALIFICATION:-**

 B.com from Rajasthan University - 2006

 Senior Secondary from Rajasthan Board – 2003

 Secondary from Rajasthan Board - 2001

**PERSONAL DETAILS:-**

 Father’s Name Mohammad Ishaque

 Date of Birth 16 Dec. 1986

 Marital Status Married – 17th Apr- 2011

 Language Known English & Hindi

 Hobbies Traveling, appreciating soft

Music and Ghazels.

**PERMANENT ADDRESS:-**

182/163, Khumbha Marg, VPO – Bhanisrawat, Govindgarh

Pratap Nagar, Sector – 18, Distt – Alwar (Raj)

Sanganer, Jaipur (Raj).

I hereby declare that the information furnished above is true to best of my Knowledge.

DATE : - 08/05/2015

PLACE : - Alwar (Shabbeer)