**MUJTABA AHMED SAGRI**

Administration Management | HR Management | Performance Management | Client Relationship Management

🖂: [Mujtaba.ahmed8055@gmail.com](mailto:Mujtaba.ahmed8055@gmail.com) | ☎: +91 9739242093

: <https://www.linkedin.com/in/mujtaba-ahmed-aa33a920b/> |Description: cid:image001.jpg@01CFF43C.A5231A70: Please provide

Highly qualified **HR and Admin** with experience in the diverse domain. Enjoying in creative problem solving and getting exposure on multiple roles, and I would excel in the collaborative environment on which your company prides itself

**CAREER SNAPSHOT**

* Engaging and service-oriented professional with more than **four** years of demonstrated history in **Human Resources Management** along with sound knowledge of **administrative strategies, policies, and procedures**
* Skilful at maintaining high standards for overseeing the day to day operations; comprehensive capability in administrative strategies, policies, rules, and regulations
* Good knowledge in managing, leading teams for running successful process operations & experience in developing procedures, service standards for business excellence
* Deft in planning and implementing the effective recruiting strategy to recruit and be involved in all resourcing activities like sourcing, screening, shortlisting, personal evaluation, and effective communication
* Demonstrated success in negotiating and developing team building programs and writing personnel manuals, management reports & records; strong acumen in managing operational issues, resolving bottlenecks, and achieving desired objectives
* In-depth understanding of optimizing administrative procedures by sourcing, procuring, and implementing new filing systems resulting in exceptional process improvement along with skilled in developing and implementing HR strategies and initiatives aligned with the overall business strategy
* Excellent communication and people skills, capable of building solid relationships with the management and staff, and known for extensive employee relation skills

**GLOBAL EXPOSURE**

* Worked and studied in the Malta

**CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * HR Management | * Administration Management | * Issue Resolution |
| * Client Relationship Management | * Program Management | * Operation Management |
| * Performance Management | * Record Management | * Grievance Handling |
| * Calendar Management | * Training & Development | * Business strategy |
| * Employee Relations | * Strategic Planning | * Database Management |
| * Team Management | * Resource Management | * Inventory Management |

**WORK CONTOUR**

Q Mega Digital Marketing Nov 2020 – Till date

**HR Recruiter Specialist**

Key Deliverables:

* Preparing and reviewing compensation and benefits packages
* Managing health and life insurance programs
* Implementing the training and development plans
* Planning quarterly and annual performance review sessions
* Informing employees about additional benefits they’re eligible for (e.g. extra vacation days)
* Updating employee records with new hire information and/or changes in employment status
* Maintaining organizational charts and detailed job descriptions along with salary records
* Developing and implementing HR policies throughout the organization
* Monitoring the budgets by department

**KEY HIGHLIGHTS:**

* Achieved 26% of Recruiting increment in the company (Qmega)

Hungry Cow Restaurant, Qawra, Malta Jan 2020 – Nov 2020

**General Manager**

Key Deliverables:

* Responsible for planning, forecasting, and executing food and beverage orders
* Process customer complaints patiently
* Planned alternative recipes for customers with special dietary needs
* Verified food and beverage supplies and place orders when needed
* Tracked and ordered required shipments
* Communicated and build strong relationships with vendors
* Overseen the welcoming of customers

That’s Amore Restaurant, Velleta, Malta Aug 2019 – Dec 2019

**Assistant Manager**

Key Deliverables:

* Assisted with daily activities, staffing and scheduling
* Supervised and provided support for non-management staff
* Supported with hiring, training, and termination of personnel

The Londoner PUB, Kalkara, Malta Jun 2019 – Aug 2019

**Food and Beverage Supervisor**

Key Deliverables:

* Assisted with daily activities, staffing and scheduling
* Supervised and provided support for non-management staff

Kids AIM School, India Jan 2016 – Mar 2019

**Admin**

Key Deliverables:

* Created and maintained employee records
* Updated databases internally, such as sick and maternity leave
* Prepared and altered where necessary HR documents, i.e. employment contracts and recruitment guides
* Reviewed and renewed company policies and legal compliance
* Interfaced with external partners
* Reported regularly on HR metrics, such as company turnover
* Assisted with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
* Facilitated with various arrangements internally, from travel to processing expenses

Kids AIM School, India Aug 2015 – Jun 2016

**Administration Assistant**

Key Deliverables:

* Provided administrative support for HR executives
* Organized, compiled, updated company personnel records and documentation
* Managed and updated HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
* Maintained schedule and coordinate calendar activities

**SCHOLASTICS**

* Master of Business Administration from American University of Malta, Malta - 2021
* Bachelor of Business Administration, India – 2018 (Pls mention university name)

**TECHNICAL SKILLS**

* Microsoft Office suite

End of Résumé