



MOHAMMAD YAKOOB PASHA

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Seeking middle Level assignments in HR Operations/General Administration with a reputed organization.

Professional Summary

- Masters of Business Administration with over 10 years of experience in core areas of Human Resource Management and Administration.
- Experienced in Recruitment sourcing to onboarding, involving in screening, short listing, interviewing, and bulk recruitment, Performance Management, Attendance and Leave Management.
- Maintaining employee relations, handling employee grievances and queries.
- Implementing HR systems and policies, conducting training programs towards enhancing employee productivity.
- Self-motivated, ambitious, energetic with an exceptional work ethic and willing to go the extra mile to achieve target.
- Quick learner, adaptive and challenging, empathic in nature.
- Working as an Individual as well as Teamwork.

Core Skills

- Recruitment & Selection
- Joining & Exit Formalities
- Attendance & Leave Management
- Employee Induction
- Performance Management
- Employee Engagement & Relations
- Administration Benefits
- Human Resource Information System(HRIS)
- SAP HCM / HR

Professional Experience

1. Kakatiya Diesel Engineers, as a HR Administrator from (Feb 2018 to Aug 2019).

Job Responsibilities

- Sourcing the candidates (data bank, Manpower Suppliers, employee references).
- Prepare Offer letter, Employment contract and Job description, completing joining formalities and documentation.
- Review documents before manager's approval.
- Arrange meeting for the manager and receives the guests and visitors.
- Conduct induction training for all the new recruits.
- Employee record maintenance and up-dating employee records
- Maintaining and Updating Employees personal files and Records.
- Tracking attendance, maintaining leave records and preparing various letters.
- Handle Day to Day Queries and Grievances.
- Generating monthly attendance reports for payroll.

2. Baig Arabia Co; Ltd, Riyadh, Saudi Arabia, as a HR Executive from (Feb 2012 to Oct 2017).
BAIG ARABIA CO. LTD. is one of the pioneers American Investors SAGIA based Contracting Company in business sector of Electro Mechanical, Steel Structures, and Telecommunications. Its Major Clients are Saudi Oger, Saudi Aramco, Drake & Scull and BACS (Riyadh Metro Project).

Job Responsibilities

- Sourcing the candidates (through web portals, data bank, employee references)
- Screening of CVs based on the job requirements. Conducting Interviews.
- Conducting Interviews with the HR manager and Credentials verification of the identified candidates.
- Handle HR & Administration related documentation and records.
- Preparing reports on monthly basis for salary processing and Sorting Salary issues.
- Preparing Offer letter, Employment contract, completing joining formalities and documentation.
- Monitoring and evaluating performance of the staff.
- Coordinating with the Management & Project Managers for conducting Appraisals
- Coordinating with internal departments to arranging manpower as per their requirement.
- Maintaining and Updating Employees personal files and HR filing system as well as general official documents.
- Grievance handling, resolving issues and queries regarding Salary, attendance, Leaves and Holidays etc
- Familiar and working with Government websites like Muqem, Ministry of Labour, Gosi, Sagia and etc.
- Entering data into the database or HR system for maintaining accurate records
- Maintaining records of residential documents (Passports, Residential permit (Iqama), Work Permit and Exit re-entry).
- Processing salary advance requests and loan request forms, employee engagement initiatives
- Generating monthly attendance reports for payroll.
- Dealing with the Manpower Contractors and assisting to planning & Operations Dept.
- Prepare and monitor the annual vacation calendar of all employees.
- To process employee requests related to employee accommodation, annual leaves, annual leave tickets, other travel arrangements (in coordination with their respective managers and management).
- Responsible for conducting and analyzing of Exit interviews and reporting to Top Management.
- Processing the clearance for full and final settlement

3. ALSTOM(Cogalex Areva), Riyadh, Saudi Arabia, as a Administrator (Jan 2010 to Dec 2011).

Job Responsibilities

- Maintaining, checking and updating the employee Records.
- Checking and updating Iqama status, renewals, etc.
- Maintain records of daily attendance.
- Organizing and maintaining of complete filing system.
- Review documents before manager's approval.
- Arrange meeting for the manager and receives the guests and visitors.
- Assisting to Procurement Manager in getting information.
- Preparing purchase orders, quotations and invoices.
- Dealing with the Manpower Contractors and assisting to planning Dept.
- Maintaining and updating the Iqama, Exit Reentry and passport status.

4. Mskills Solutions as a HR Assistant (Aug 2008 to September 2009).

Job Responsibilities

- Sourcing the candidates (through web portals, data bank, employee references).
- Screening of CVs based on the job requirements.
- Scheduling Interviews after telephonic discussion.
- Sending the candidates to concern organization for final interview.
- Conduct induction training for all the new recruits.
- Preparation of appointment letters and contract papers

Professional Qualification

- Masters of Business Administration (HR) in May 2008.
From Kakatiya University, Warangal, TS, India.
- Bachelor of Science (B.Sc.) in April 2006.
From Kakatiya University, Warangal, TS, India

Technical Qualification

- SAP R/3 EHP7 HCM/HR, FOCUS ERP (HR)
- MS-Office (Word, Excel) etc.

Personal Profile

Name	:	Mohammad Yakoob Pasha
Date of Birth	:	4th May 1984
Marital status	:	Married
Nationality	:	Indian
Passport No	:	N1615446
Visa Status	:	Transferable Visa with NOC
Languages Known	:	English, Arabic, Hindi & Telugu

REFERENCE - Available on request

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