

## **KHIZARALI Z HASHMI**

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**Visa Status:** Residence Visa

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### **HIGH IMPACT HUMAN RESOURCE PROFESSIONAL/ HUMAN RESOURCE MANAGER**

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***With a solid experience in human resource management; currently, in search of roles in Human resources, that will draw upon expertise in HR Operations, Talent Acquisition, Performance Management, and Employee Engagement, and will provide opportunities for further growth***

### **EMPLOYMENT BACKGROUND**

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**Top-notch, People's Manager with 19+ years of experience** in demonstrating solid performance in management and delivery of high-performance HR services. Hands-on experience in creating and continuously improving HR processes with a focus on organizational and employee success. Forward-thinking, fact-based, and result-driven with C Level Communication and Liaising skills. Track record of turning challenging conditions into success stories through a proprietary vision, long-term business insight, strategic planning, executive decision-making, critical thinking, and contingency management efficiencies.

Strong credentials in HR Management ranging from HR Management, Employee HR automation, New Hire and manage retention compensation & benefits & best business management practices applied to enable a progressive Human Resource environment and streamlining overall operations while serving for growth & expansion. Ability to set planned direction and develop plans that identify key issues, potential problems, performance metrics, and resources to drive efficiency and high-performing culture across the organization.

### **Key Competencies**

HR Strategic Planning ~ HR Management ~ Performance Management ~ Manpower Planning & Recruitment Management ~ Employee Relations Management ~ Workforce Management ~ Policy Planning ~ Budgeting ~ Versatile Leadership Team Management ~ Performance Appraisals ~ Business Management Practices ~ Compensation & Benefits ~ Hiring & Retention ~ Coaching & Consultation ~ Decision-Making ~ Communication ~ Consulting ~ People Management ~ Payroll Processing ~ Employee Relations & Diversity

### **Impact Delivered over the Years**

- ☺ Distinguished in managing recruitment and selection process by ensuring legal compliance throughout the human resource function as per local laws. Gained exposure in managing matrix organization; spearheaded multi-faceted, cross-functional teams.
- ☺ Looked after the recruitment and appointment of the right candidate according to number, skill or knowledge-based
- ☺ Developed and implemented HR strategies and initiatives aligned with the overall business strategy

## **EMPLOYMENT BACKGROUND**

### **COSMETICS TRADING LLC (THE BODY SHOP) – DUBAI, U.A.E AS HUMAN RESOURCE MANAGER ----- Apr 2007-Present**

**Profile:** *The Body Shop is an international cosmetics retail chain established in the United Arab Emirates in 1983 having 45 retail stores in all leading malls in Dubai, Sharjah, Ajman, Ras Al Khaimah, Fujairah, Khor-fa-khan, Al Ain & Abu Dhabi having the strength of around 250 staff.*

#### **Succession path:**

- ☺ Apr 2007-Present: Human Resource Manager
- ☺ Oct 2006-Mar 2007: Personnel Manager
- ☺ Jun 1999-Sept 2006: Accountant & Senior Accountant & Payroll Administrator

**Role in Brief:** Hired to set up and manage HR dept. from scratch and worked as a strategic business partner and contributing to the corporate agenda by promoting and harnessing growth and quality-oriented HR culture. Established and executed a comprehensive and robust end-to-end HR process for the company. Looked after the joining formality and deployment of newly recruited employees and to make sure their employment status legal.

## **~ Key Deliverables ~**

- 🕒 ***HR Operational Performance Management:*** Address strategic needs of the business through continuous monitoring and improvement of HR processes to ensure attainment of performance targets, statutory compliance, and policy coherence.
  - Develop and implement new HR policies and procedures to support the company's long-term growth and expansion.
  - Employee disciplinary action to ensure employee behaves with proper attitude and manner with team and customers to enhance company's image and reputation in a retail culture where the customer is treated like a king. Deal with insurance companies and negotiating for rates at the time of renewal and to control loss ratio to minimize premium every year.
- 🕒 ***Talent Acquisition/ Recruitment:*** Skilled in the entire recruitment lifecycle from identifying talent through to onboarding. Revised existing procedures and led the creation and implementation of key recruitment policies and processes.
  - Develop recruiting practices and succession planning strategies and suggest improvement plans.
  - Administer the day-to-day management of the recruitment process, including reviewing job descriptions, website advertising, sifting and selection of CVs, attending interviews, and selecting candidates.
  - Formulate retention plans to attract and retain productive, qualified employees.
  - Establish a rewards and recognition system and also designed the recruitment incentive plan for the recruitment team.
- 🕒 ***Learning and Development:*** Hands-on experience in driving meticulous and cost-effective technical/managerial/soft skill and leadership building programs from a training and implementation and organizational developmental perspective.
  - Successfully managed training plan within budgeted guidelines.
  - Conducted training needs assessments and audits for effectiveness. Identified training needs and developed recommendations for new programs, overseeing scopes and course materials to enhance productivity.
- 🕒 ***Compensation and Benefits:*** Skilled in managing Compensation and Benefits functions. Look at internal promotions Wherever possible, to recognize and reward good performers to retain in an organization as well as to develop the career of the employees
  - Develop compensation and benefits which includes overall payroll processing at the end of the month which includes calculation of retail staff incentives, leave

settlements, Air Tickets, End of service settlements, and all other staff-related payments.

- ☞ ***Employee Engagement, Communication, and Welfare:*** Outstanding skills in the integration of services across HR to ensure deployment, motivation, and retention. Ability to foster a culture that embraces differences, creativity, diversity, and engagement.
  - Manage organizational change to increase employee satisfaction and productivity.
  - Steer the HR department in the analysis and evaluation of employee performance, identification of gaps, and creation of strategies from those analyses to cultivate talent and improve performance at all levels of the business.
  - Involve in employee leave planning at the beginning of every year to manage the workforce to fulfill business requirements so over or understaffing can be controlled at the same time facilitate employee to plan their leave.

## ACADEMIC BACKGROUND

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- ☞ EMBA: HR, Preston University – Ajman, U.A.E, 2009
- ☞ Master of Commerce: Accounts, M.S.University - Baroda, India, 1994
- ☞ Bachelor of Commerce: Marketing, M.S.University - Baroda, India, 1992

## EXTRA-CURRICULAR

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- ☞ National Cadet Corp – NCC – in school
- ☞ Various drawing and Hindi language exams at the state level

## PERSONAL DETAILS

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**Nationality:** Indian| **Linguistic Ability:** English| **Driving License:** Yes

~ References shall be furnished upon request ~