



# SHARIQUE SAJJAD



## EXPERIENCE

**Senior Recruitment Consultant** Freelancer - Remote, United Arab Emirates  
04/2022 - Current

- Actively involved in Business development activity to generate new businesses for my associate recruitment partner.
- Managing T & C for various categories recruitment with clients and prepare comprehensive SLAs signed and mutually agreed by both the parties.
- Involved in IT & Non-IT Freelancing recruitment for various clients.
- Sourcing senior level Management categories from various media.
- Assisting Recruitment agencies to conduct recruitment drives in different geographical locations. .
- Assisting client in reference checks.

**Human Resources Executive** General Electric & trading co.L.L.C. (GENETCO) - Muscat, Oman  
02/2016 - 04/2022

### **Manpower Forecasting & Planning (Optimizing the Workforce)**

- Manpower Forecasting & Planning (Optimizing the Workforce)
- Assisting in strategizing the long / short term directions by forecasting future manpower requirements in coordination with project manager / line supervisors.
- Plan and develop Manpower Requirement Chart and prepare the Human Resource Requirement of LAP (Look Ahead Projects).
- Assist to manage the issuance of LAP to the Recruitment Team of the respective projects and monitor the updating of the forecasting & planning chart based on the recruitment status report.

### **Recruitment (End to End) ,Visa Administration & Immigration Clearance.**

- Preparing Recruitment Plan & Assisting the GM (HR) in designing and delivering recruitment strategies & budget and implemented contemporary hiring practices to attract diverse talent and ensure the effectiveness of recruitment practices in achieving the overall business plans and objectives.
- Spearheading company's talent acquisition and recruitment processes.
- Sourcing/ Screening & streamline the process of hiring prospective candidate through various sources & Tools (like X-rays, Github, stackoverflow, behance, kaggle,dribble,Xing,about.me & All social networking sites viz:-Facebook,twitter,instagram etc.Job portal ((Monstergulf.com, naukrigulf.com and bayt.com, glassdoor etc.), Database, Walk-ins candidate, Internal & External reference, Newspaper advertisement, Manpower Consultancy, etc.
- Lead and manage the recruitment process in line with internal audit guidelines and procedures.
- Ensured that the recruitment is happening within the Budget set for the year and not exceeding at any cost in order to support HRBP to control manpower cost except for critical instances which can affect the Business.
- Conduction & Managing Recruitment drives in various countries through our impaneled recruitment agencies for Bulk requirements.
- Represented organisation at job fairs to bring in local talent for long-term and seasonal positions.
- After sourcing fully involved in interviewing the candidates using various techniques viz: "competency based interview, Behavioral evaluation interview,

## CONTACT

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## PROFESSIONAL SUMMARY

Achievements oriented **HR Professional with 10+ Years** of progressive experience in HR Services, End to End recruitment cycle, HR operations, C&B admin. and Client Management. Involved in diverse industries- Mining,Manufacturing,Telecommunication, Facility management, Civil/HVAC/ MEP, Construction, Retail, Electronics, IT.

## CORE SKILLS

- *Sourcing Skills (IT & Non-IT)*
- *Expert in using Google X-rays*
- *Adept in Sourcing from all Job Portals, social media- LinkedIn, Facebook, twitter, Quora, meetup, about.me, Slideshare, Xing, Glassdoor, Github, Stack overflow, Dribble, Behance,and other open platforms.*
- *Well versed in using data scrapping.*
- Visa Administration & On boarding processes.
- Resource allocation
- Workforce planning
- Employment contracts
- Benefits administration
- *Scala*

- *Epicore*
- *Epicpay*
- *Ms office ( Word, Excel,Power point)*
- *Oracle Fusion*
- *Taleo recruitment*
- *RMS*
- *HRMIS*
- *MS office.*
- *Emigrate site Administration.*
- *Recruitment drive conduction & coordination.*
- *Employee Grievance Resolutions.*

mixed/stress/panel/series etc.

- Preparing job description (JD) and Technical specifications consultation with Line managers & H.O.Ds of respective departments.
- Ask for various document (Education & work Experience Certificate, Latest 2-3 month payslip) verification purpose / Cross checking of prospective candidate before lineup technical interview or final interview.
- Arranging Video conferencing rooms / Assessments center room for interviews of distant candidates- for Staff Category.
- Evaluate and manage the offer process, including reference checks, salary recommendations, offer letter generation, and offer acceptance/decline.
- Maintaining applicants track in ATS-Taleo.
- Close follow up with the candidates for Documents to start Visa process & joining dates.
- Generate regular report upon Recruitment status report, Labor Clearances availability, Attrition report etc. weekly and Monthly basis and as required by management.
- Attend Recruitment related meeting with clients to resolve an issue related to recruitment drives.
- Develop, implement and update Job Descriptions, Job Analysis and Evaluation.

#### **Consultancy Management.**

- Finalizing all terms and conditions with consultancy-viz Specimen Contract, credit Period, salaries etc.
- Solely managing **online Emigrate portal** for entire organization as per new Immigration act India and Deployment of ECR candidates by complying the government procedures.
- Furnishing comprehensive vacancy details to the consultancy - J.D, No.Of Positions, Salary ranges & other facilities, Closing and deployment dead Lines, etc.
- Preparing Demand Letters, Specimen contract agreement and Authorization letter to Consultancy to conduct interview drives on behalf of Company and attestations & coordinating with embassies (if required) to take approvals.
- Ensuring recruitment drives have to be conducted as per client's demand to procure maximum selections.
- Completely Engaged in Visa Administration till deployment of candidates of various nationalities
- Coordinating with Consultancy for deployment on -time.

#### **Succession Planning**

- Develop & maintain talent pipeline for Entire organization.
- Give inputs to CEO, COO, HR Director to identify the GAP in Key areas.
- Identify loyal & high potential employees keeping various factors in considerations Viz- PMS record, Decision making capabilities, Role acquired & executions, Educational & Professional attainments etc.
- Invest in development program to hone up the leadership & others Management Skills.
- Arrange MDP (management development Programs)
- Draft policies thereby to ensure retention of Employees as well as optimum utilization of their capabilities.
- Provide assistance in devising best C & B policy to allure employee to serve for longer period of time.

#### **HR Generalist**

- Monitoring and Update various HR MIS Report.
- Creation & maintaining Personnel record.
- Issuing Employee Code to new employees & entering accurate details in ERP.
- Monitoring all joining formalities of new employee and rejoining of old

employees after leave.

- Maintaining various type of filling system: - T & D File, Risk register, ISO Audit file, PMS file etc.
- Ensure proper onboarding process of new joiners.
- Salary structuring & Benchmarking.
- Set up compensation and benefits structures according to market conditions and budget demands.
- Provides general information, expert guidance and technical support on employee's issues and concerns.
- Preparation of various sort of letters viz:- Offer letters, Service agreement, SLA, Probation confirmation/ extension letter, embassy letter, warning/ termination, , Memo, Circulars, work orders, etc.
- Preparation of different types of reports:- Recruitment report, Attrition report, Exit interview report, RAG analysis, T & D report, Visa renewal report, Head count analysis etc.
- Reviews employee change status request (e.g. Promotion eligibility and Job Title Change).
- Development of HR departmental (forms, employee handbook, HR manual) & get forms documented by Quality team.
- Retention management.
- Tracked HR programs closely to assess result and make proactive changes to meet changing demands.
- Negotiated employee wages based on employment level, qualifications and history.

#### **Payroll Support/Leave Management and Full and Final Settlement**

- Comprehensive management of leave calendar –department wise.
- Entering O.T / attendance/Leaves/LOP in ERP.
- Cross verification of leave availed and balance.
- Oversee the employees Benefits to be given properly while availing Annual leave- like leave Salary, Air Tickets till their nearest Airports, Bonus etc.
- Furnish various details to Payroll- new joiner details, monthly attendance, over time, additions, deductions, leave details, Ticket encashment, increment, transfer details etc.
- Cross verification of Full & Final settlement of employees.
- PASI/ Gratuity supervision.

#### **Training & Development**

- Conducting Training & development Need assessment/ evaluation of training.
- Competency Mapping.
- Finalization of training plan, Program Design- Lesson Plans, preparing batches etc.
- Ensuing training cost must not exceed from approved budget.
- Estimating Training cost/ hour, training cost/trainee, Total Training Budget.
- Assist in the evaluation of training.
- Secure, Maintain & archive L&D files(soft copies & hard copies).
- Arrange outbound training for staffs-raising RFQs.
- Distributing Training certificates.
- Ensuring prompt conduction of training with apt SMEs to target employees if any organizational changes happens.

#### **PERFORMANCE MANAGEMENT SYSTEM**

- Managing performance of labors and staffs annually. Or in special cases- intermittently.
- Providing details of employees to GM-HR to discuss and conclude appraisals.
- Deciding their increments with consultation of immediate boss, project

managers and GM-HR and CEO.

- Ensuring accurate appraisal data inputs in ERP of all benefited employees before effective date.

**Supervision of Administrative works & disciplinary actions.**

**Employee Engagements/welfare /communications.**

**ISO Management**

■ **Senior Human Resources Officer** Salem Mohiyaddin bin saif Group Of Companies, Al Hashemi & Al- Rawas Trad. & Cont. Co.L.L.C, Salalah-Oman, Th - SALALAH, OMAN  
12/2014 - 01/2016

- End to End Recruitment.
- visa administration & On-boarding.
- Issuing various HR related letters and obtaining approvals from the relevant authority.
- Processing, maintaining and updating various databases on software including but not limited to basic details of employee, leave and leave encashment details and full and final settlement.
- Handled human resources matters with discretion and immediately escalated high level issues to upper management for remediation.
- Conduct Exit Interviews for the resigned employees.

■ **Executive- P & A** IAG Glass Company Limited, INDO ASAHI GLASS - Ramgarh, India  
03/2013 - 11/2014

- Industrial relation/Trade Union Management
- Liaison
- Performance Appraisal
- Regularly updated HR databases to reflect employee information, changes in benefits and other details.
- Handled employee conflicts while following company procedures.
- Supervised onboarding process for newly hired employees and distributed relevant paperwork.
- Administrative work.

■ **Compliance Officer** VODAFONE SPACETEL LIMITED - Ranchi, India  
03/2012 - 03/2013

- Liaising work.
- Statutory related fillings.
- Taking care Office coordination work & various site base administrative work, Government.
- Assisting Recruitment manager in recruitment.

■ **Trainee** Central Mining Planning & Designing Institute Limited - Ambikapur, India  
05/2008 - 10/2009

- Assisted in Exploration works with geologist.
- Sample coal analysis of coring.
- Maintaining the conditions of machine and issue order slip for maintenance work.
- Managing Admin issue the site project facilities
- Managing & Administering the wages of the project based employees
- Managing Attendance records of camp employees

- Preparing files of Employees O.T (Over Time).



## EDUCATION & CERTIFICATIONS

**certification : Talent acquisition specialist**  
**SKILL DECK** - MUMBAI, 2022

**Cetfication: Strategic Human Resource Management**  
**LinkedIn** - India, 2022

**Advance certification: Recruitment**  
**Naukri.com** - India, 2021

**MBA: Human Resources**  
**INSTITUTE OF MANAGEMENT STUDIES**, 2012

**Live Corporate Training: HR Management**  
**Ajax HR Consultant** - Bangalore, India, 2012

**Certification: Labor Laws**  
**MIT** - India,Pune, 2011

**Certification: Strategic Human Resource Management**  
**UTS** - Pune, India, 2011

**Advance certification: in HR DEVELOPMENT & TRAINING**  
**Symbiosis** - Pune, India, 2010

**BSC- Hons**  
**GOSSNER COLLEGE, Ranchi University** - Ranchi, India, 2009



## ACCOMPLISHMENTS

- Introduced E-migrate [www.emigrate.gov.in](http://www.emigrate.gov.in) (Immigration portal of Indian gov.) to hire Blue collar ECR passport holder for company and handled successfully till the left the company.
- Implemented the system to govern Visa Renewal procedure to avoid late penalties and wrong Visa renewals and achieved 95% success rate.
- Achieved 90% of success ratio in settling the employee medical claims.
- Flagship Project- World cup FIFA 2022 project- St. Regis Hotels & Branded residencies, Awarded during Corona first wave Covid lockdown, despite travel & new visas ban successfully managed to form initial phase of project team & got appreciation from management.
- Reduced Attrition rate of Facility management & engineering services department within 45 days.
- Introduced corrective measure in Visa Renewal system & reduced late penalties by 95%.
- Elected as management representative for ISO audit.
- Successfully drove series of recruitment drives for various nature of contracts.
- Excellent track record of recruiting more than 1000+ Manpower for various verticals & domains such as: IT, MEP Construction, Facilities Management, Trade, AMC maintenance, Corporate office FIN/HR/purchase etc. across the bands ( Junior/medium/senior management & blue collars ).
- Reduced recruitment cycle and recruitment cost by 25%; streamlined new new employee hire process by eliminating non-productive driving activities and negotiated favorable rates with vendors.

- Elevated employee morale and increased confidence through communication forums, employee opinion surveys resulting in actionable plans, newsletters, open communication and honesty during times of retrenchment.
- Played a key role in reducing attrition significantly from 15% to 5% through various employee retention initiatives (role changes, salary corrections, additional roles & responsibility, cross function projects, succession planning, putting on fast track career planning etc.).



## PERSONAL INFORMATION

- Languages Known: English, Hindi, Arabic and Urdu.
- Marital Status: Married
- Driving License: Oman & India