

# Sadathulla Khizar

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## HUMAN RESOURCES MANAGER

- ♦ **Objectives:** Seeking a responsible and rewarding position in a respectable firm as a Human Resources Officer / Manager where I can use my knowledge and skills to effectively manage human resource programs to fulfill employees and organizational needs efficiently offering a 14-years HR career distinguished by commended performance and proven results.
- ♦ **Extensive background in HR affairs**, including experience in employee recruitment and retention, staff development, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- ♦ **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

## HR SKILLS

- |                            |                                 |                             |
|----------------------------|---------------------------------|-----------------------------|
| ♦ HR Department Startup    | ♦ Staff Recruitment & Retention | ♦ Orientation & On-Boarding |
| ♦ Employment Law           | ♦ Employee Relations            | ♦ HRIS Technologies         |
| ♦ HR Policies & Procedures | ♦ Benefits Administration       | ♦ Training & Development    |
|                            |                                 | ♦ Performance Management    |

## PROFESSIONAL EXPERIENCE

### Leak Proof Engineering LLC Middle East- Abu Dhabi

**Duration :** Oct 2021 till date

**Designation:** Manager HR & Admin

**Company's Profile:** Leak Proof has made significant contributions to the Indian Process industry. First to manufacture mechanical seals in 1973. First to introduce flexible graphite, gaskets, packing & self sealing rings in 1983. First to install facilities for manufacture of Silicon Carbide and High Alumina Ceramic seal faces, first to cartridge heavy duty feed pump seals...



### Job Responsibilities:

- Implement and maintain HR policies and Procedures.
- Medical and workmanship Insurance.
- Processing payroll.
- Arrange and liaise with PRO for Visas, Renewals and Emirates ID's.
- Manage personal records of employees.
- Maintain company commercial trade license and other government documents.
- Local logistics of employee and record keeping of company vehicles.
- Company housing tenancy contracts
- Maintain ISO documentations, procedure and formats.
- Other HR & Admin tasks as mandated by the management.

### BAITH AL LAHAM — Bangalore

*Hospitality Service (Family Business).*

**Manager Operations.** Sep 2020 to Mar 2021

### IFIX SERVICES INDIA PVT LTD — Bangalore, IND

*Leading Apple Premium Service Company.*

**Manager HR & Operations** Dec 2018 to June 2020

### Key Responsibilities:



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- ◆ Core HR activities like, designing policies and procedures; and develop orientation, training programs.
- ◆ Manage personnel records.
- ◆ Structured and implemented programs and policies in the areas of training, compensation structures, incentives and new-employee orientation.
- ◆ Monitor LMS of the company.
- ◆ Resolving customer complaints.
- ◆ Analyzing training requirements.
- ◆ Processing of payroll.
- ◆ Resource Planning recruitment & talent acquisition in coordination of line managers needs in resource allocation according to business requirement and lead recruitment process.
- ◆ **Other HR & Administrative tasks as mandated by the management from time to time.**

## **STERLING & WILSON MIDDLE EAST — Riyadh, KSA**

*Leading MEP (Mechanical, Electrical & Plumbing) Services company.*

**Assistant Manager HR**, Feb 2016 to Aug 2018



### **Key Responsibilities:**

- ◆ Worked with senior management to create HR policies and procedures, and develop orientation, and training programs.
- ◆ Manage leave-of-absence and personnel records, administer HR budget.
- ◆ **Resource Planning recruitment & talent acquisition:** Define with line managers needs in resource allocation according to business requirement and lead recruitment process.
- ◆ **Compensation & benefits:** Ensure compensation and benefits standards comply with the company policy and other legislations
- ◆ **Employee Evaluation and Performance Management:** In coordination with HR team developed & implemented the tools to measure achievements and performance against objectives & accordingly support line managers on the process.
- ◆ **Learning & Development:** Implementing the training & development agenda in close coordination with the senior management and identify the areas that needs attention and improvement & ensure optimal follow up.
- ◆ **Succession Planning:** Implement in close coordination with Sr. Management & HR team to support the process to map-up key positions, identify, develop and retain key positions.
- ◆ Revised job descriptions across all levels and 50+ categories. “Shadowed” and interviewed employees to construct an accurate picture of the duties and skills required for each position.



## **NORTH OCEAN ENTERPRISES LLC— Muscat, Oman**

**Assistant Manager HR**, Feb 2013 to Dec 2015

**Company Profile :**North Ocean Enterprises LLC is one of the leading & reputed companies in Muscat, Sultanate of Oman, and Established in the year 2000 with small scale operations in the field of Trading & Contracting, with its built strategies, skilled manpower, analyzing the market need and consumer requirements, today it is the leading company having 700+ employees with multi facet divisions like Construction, Hyundai Escalators & Elevators, UPVC Windows & Doors, and Customized Home solution- furniture's, Electricals, Building Material, Cast Aluminum Fabrications, I Décor Interior Division, EUROKOOL Air Conditioners, Chain of Restaurants, 3 & 4 Star Hotels, and IT-division, providing the best possible solution to the clients under one roof .

### **Key Responsibilities:**

- ◆ Promoted to fulfill a broad range of HR functions, including recruiting and training employees, overseeing disciplinary action and managing HR records. resolve conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness and performed exit interviews.

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- ◆ Developed the HR activities and company HR policies and procedures.
- ◆ Maintaining and Updating database of Employees in (HRIS)
- ◆ Managing various reports and correspondence.
- ◆ Monitoring Probation periods.
- ◆ Conducting Exit Interviews.
- ◆ Implementation of filing system.
- ◆ Liaising with Insurance Company for workmen compensation and medical issues.
- ◆ Trained 25-member management team on interviewing techniques and best practices that contributed to sound hiring decisions.
- ◆ Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered award structure) that increased employee satisfaction and productivity.

**Galfar Engineering & Contracting SAOG- Muscat -Oman**  
**Duration : 07/Jul/2004 to 05/12/2012**  
**Designation: Officer- HR**



**Company's Profile:** Galfar Engineering & Contracting SAOG is one of the largest, multi-disciplined engineering, contracting and construction company in the Sultanate of Oman. Established in the year 1972, it Has the experience and expertise in engineering, procurement and construction in areas like Oil & Gas, Civil, Roads & Bridge works etc.

## ***Key Responsibilities:***

- Well acquaintance of ministry procedures.
- Maintaining and Updating database of Employees in (HRIS)
- Visa processing for the candidates selected from various region in India.
- Managing various reports and correspondence.
- Maintained and documented all details regarding the employees which include their documents.

## **Recruitment Dept**

- Coordination with Business units of the company for assembling manpower for immediate requirements.
- Analyzed positions vacant in a firm and managed the recruitment process accordingly to recruit new staff
- Assisted the newly recruited as well as the existing staff by providing them information about the company policies
- Sourcing, screening and short listing of potential candidate/s subject to job analysis.
- Arrange interview for short listed candidates that have been approved by the line manager.
- Prepared Job offer letters and inform the applicants of their acceptance or rejection for employment.
- Liaising with recruitment agencies for formalities required for manpower recruitment.
- Liaising with the concern department regarding the status of visa, accommodation, travel ticket and airport pick up's of all newly hired employees, guests and visitors.
- Provides staff orientations.
- Assisting HR Manager in formulating KPA's (Role clarity) KRA's (Accountability) Appraisal and HR Audit.
- Managing various reports and correspondence.
- Development of organizational charts, Job descriptions etc.
- Follow up on all the activities related to HR strategy in coordination.
- In-house management training programs that address company needs across division lines
- Producing documents, briefing papers, reports and presentations.

## **Leave Section**

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- Enters leaves of absences into the HRMS.
- Provides attendance information to the Human Resource Manager to enable the Service Day Report to be generated for employees on leaves and returning from leaves of absences.
- Generate a daily report that identifies employees whose absences have exceeded their entitlements.
- Liaise with concern departments for Annual Vacation Plan.
- Preparing vacation request and booking the tickets as per the agenda.
- Checks vacation clearance and coordinate with HR manager and Finance for approval and pending allowances.
- Receive travel request by phone call and Work out the best Travel routes and schedules and calculate the rates and issue E-ticket.
- Prepare invoices for issued tickets for travel agency and coordinate with the Finance Dept.

## **Project Site responsibilities:**

- Maintained the disciplinary register.
- Maintained employee turnover statistics.
- Maintained the permits control document, responsible for updating the control document.
- Updating and control the employee training matrix.
- Carrying out Employee training courses (DST (Disciplinary System Training), Situational Leadership Training etc
- Annual Performance review.
- Other tasks as mandated by the Project Director.

**Company:** ATC- (Arabian Transformers Company) Manufacturing Company- KSA-Dammam

**Designation:** Personal Secretary.

**Duration : Sep/2001 to May/2002**

## **Roles & Responsibilities:**

- Screening the incoming correspondence and reports; making preliminary assessment of the importance of materials.
- Composing letters and memoranda in response to the incoming mails or calls.
- Preparing agenda and collecting materials for meetings, speeches, and conferences; taking minutes of meetings and keeping records of proceedings as required.
- Planning and coordinating arrangements for professional conferences.
- Reviewing, proof reading, and editing documents prepared for the executive's.
- Coordinating and facilitating the executive's calendar to arrange appointments, meetings, and conferences.
- Recommending actions to be taken on office expenditures such as equipment and supply needs.
- Organizing and maintaining diaries and making appointments.
- Any other tasks mandated by the director.

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## **EDUCATION & CERTIFICATIONS**

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### **BANGALORE UNIVERSITY**

**Bachelor of commerce (B com) 1998**

**MBA- HR (ISMS)\_Maharashtra University**

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## **PERSONAL INFORMATION**

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Father's name : Mohammed Kareemulla

Date of Birth : 07/Feb/1978

Sex : Male

Nationality : Indian

# Sadathulla Khizar

Religion : Islam  
Passport No : K3803818  
Marital Status : Married  
Driving License No: 69033569.  
Date of Issue :02/06/2010  
Date of Exp :02/06/2020  
Place of Issue :Muscat

## Linguistic Proficiency

- English
- Arabic
- Urdu
- Hindi
- Kannada

## Technical Expertise

- Operating Systems : Windows 95/98 2000 & XP
- Data base : MS Access, Oracle 8.0, SQL Server 7.0
- Applications : APS,XML, DHTML
- Languages : VB, VB Script, Java, Java Script etc

## Areas of Interest.

- Traveling and Camping etc.

## Achievements:

Developed the Presentations on

Interview Procedures

Exit Interview

Employee Motivation

Employee Grievance Procedure

Performance Appraisal

## Trainings Obtained:

- Presentation Skills (Occupational Training Institute) **Muscat.**
- Interpersonal Skills (Gung Ho! Ideas Management Consultants) **Muscat.**
- Performance Management System (Occupational Training Institute) **Muscat.**
- Written Communication Skills (OTI) **Muscat.**
- Oman Labor Law (SASLO) **Muscat.**
- Communication Skills (ACACIA) **Bangalore**