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| **Rafas Rafeek Assoc CIPD**  **A person wearing glasses and a suit and tie  Description automatically generated(CIPD UK-LEVEL 5)**  **✆: +973-33352013**  **+973-38388077**  **🖂: cprafas@yahoo.com**  **📪: Manama, Bahrain**  **Linked In**  [**https://www.linkedin.com/in/rafas-rafeek-assoc-cipd-a6904866/**](https://www.linkedin.com/in/rafas-rafeek-assoc-cipd-a6904866/)  **TECHNICAL PURVIEW**  SAP, Kerridge Auto Line System, HRMS, Payroll, Microsoft Outlook, MS Word and MS Excel.  Tally 9, Peachtree, Quick Books  **PERSONAL DETAILS**  **Date of Birth:**  13th April 1989  **Marital Status:** Married  **No. of Dependents:** **2**  **Nationality:** Indian  **Visa Status:** Work Visa  **Driving License:** Yes  **LANGUAGES KNOWN**  English, Hindi, Arabic (Working Knowledge), Urdu & Malayalam | **OBJECTIVE**  **HR Professional with 10+ years of experience**  Searching position of **HR Manager / Head of HR / Asst. HR Manager / Sr. HR / HR Specialist / HR Generalist / Administration** in reputed organization  **KEY SKILLS**     |  |  |  |  | | --- | --- | --- | --- | | **Bahrain Labor Law** | **Payroll Management** | **Stakeholder Mgmt..** | **Communication** | | **Compensation & Benefit** | **People Management** | **Team Leader** | **Time Management** | | **Employee Relations** | **Performance Mgmt..** | **Coordinating Parties** | **HRMS** | | **Emp. Welfare & Retention** | **Policies and procedures** | **Training & Development.** | **ERP Autoline System** | | **HR Operations** | **Problem Solving** | **General Administration** | **Accounting** | | **Manpower Planning** | **Recruitment** | **Employee Motivation** | **Data Entry Mgmt..** | | **Organizational Development** | **Reporting Skills** | **Employee Engagement** | **Developing Standards** |   **ACADEMIC DETAILS**  Pursuing **M.B.A** in **Human Resource Management**, Jaipur National University  (2020-2022)  Diploma in **Human Resource Management**, **CIPD UK – Level 5 (Intermediate)**  B.A. (Political Science) from Govt. Brennen College, Kerala, Kannur University in 2008  **EMPLOYMENT DETAILS**   |  |  | | --- | --- | | **1** | **Senior Officer – Payroll & Benefits** | | 01st April 2021 till present | | **Al Zayani Investments (1000+ Staff)** - Bahrain | |  |  | | **2** | **Senior HR & Admin Officer / Head of HR** | | **Head of HR –** October 2020 – March 2021 | | **Sr. HR & Admin Officer –** October 2011 – September 2020 | | **Zayani Motors Co. (200 Staff)** - Subsidiary Division of Al Zayani Investments Co. - Bahrain | |  |  | | **3** | **HR & Admin Officer** | | March 2011 to Oct 2011 | | **NAF Services Est.,** Dammam, Kingdom of Saudi Arabia & Bahrain | |  |  | | **4** | **HR & Admin Asst.** | | October 2009 to Feb 2011 | | **Time Zone Jewellery Co. W.l.l.** - Bahrain |   **CERTIFICATIONS**  Certificate in **Human Resources Management** by Takween Training Centre, Bahrain 2014  Certificate in **Bahrain Labour Law** from Victory Training Institute, Bahrain in 2013  Certificate in **Fundamentals of ISO 9001:2008** conducted in Zayani Motors, 2014  Certified in **Indian and Foreign Accounting** from Spectrum Computers, Kerala in 2010  **JOB DESCRIPTION: (Senior Officer – Payroll & Benefits – Al Zayani Investments)**   * Supervising **HR Dept**. of one of the Subsidiary Division of Alzayani Investments, **Zayani Motors.** Overseeing & managing the division HR department and team. Distributing the tasks among them, evaluate them, and take the necessary actions whereas needed. Giving a proper guidance and instructions to the teams to smoothen the workflow. * Overseeing preparation of payroll for all Group employees entailing timesheet collation, overtime processing, deductions for advances, fines, etc., transfer of bank payments and immediate payments, as and when required * Skilled in managing modern HR systems such as SAP, Kerridge Auto Line System, HRMS, E portal, Attendance Management system, helpdesk etc. * Proficient in overseeing smooth implementation of HR policies for manpower planning, performance management, recruitment, selection, induction, orientation and development of new employees in the organization. Skilled in succession planning, competency mapping and training need analysis. Deft at managing complete recruitment life - cycle for sourcing the best talent from diverse sources after identification of manpower requirements. * Expertise in ensuring effective rendering of to enable smooth flow of day-to-day operations. * Adept in maintaining harmonious employee relations by building strong culture & imbibing values of the organization. An enterprising leader with the ability to motivate personnel towards achieving organizational objectives. * Knowledge of, and skill in applying, interrelated human resources principles, practices, laws and regulations to provide comprehensive HR advisory and technical services including identifying, analyzing and evaluating complicated problems and developing resolutions, planning for delivery of service, and developing improved processes and practices. * Planning and implementation of key HR Initiatives * Formulating HR Policies and ensuring compliance to corporate HR policies and suggesting improvements in existing policies, procedures and systems * Preparation of Leave Settlements, Indemnity Calculation, Final Settlement, Budget Preparation, Employee cost Budget, Training Budget, Stationary Budget etc. * Monthly Reports and yearly Reports such as Bahrainization Report, Recruitment Report, Joined and resigned report, training report, Recruitment report, headcount report etc.   **JOB DESCRIPTION: (Senior HR & Admin Officer / Head of HR – Zayani Motors)**   * Overseeing & managing the division HR department and team. Distributing the tasks among them, evaluate them, and take the necessary actions whereas needed. Giving a proper guidance and instructions to the teams to smoothen the workflow. * Participating in HR planning in coordination with Group HR & Admin Manager & the General Manager. * Recruiting local/overseas employee’s permanent and temporary in line with Bahrain Labor Law and HRAD policies and procedures. * Carrying out placement procedures as per Company policy. * Updating all Job Description as per duties & responsibilities prescribed by Dept. /division head and MD, from time to time. * Managing receiving walk-in job seekers in an appropriate manner. * Supplying the division with a sufficiently large pool of job candidates and ensure that all employment applications are filed in an appropriate manner. * Participating in job analysis, consisting of the position description and job specification as per Group HRAD Manager Guidance & Company standards. * Ensuring that all new employees go through a proper induction program prior to commencing required duties & responsibilities with a power point orientation demonstrating basic rules and regulations, highlighting important issues per employee handbook. * Keeping track of probation assessment of all the new employees recruited and sends reminders to Department Managers / General Manager / MD, prior expiry of the probationary period. * Approval of probationary assessment for new employees for confirmation in coordination with the department manager. * Ensuring the implementation of training need analysis and preparation of training need plan in coordination with department managers. * Preparing Annual leave plan and carry out the necessary procedures for employees’ vacation & temporarily replacement. * Verifying & approving the monthly payroll and making sure it gets signed by internal audit and concerned director and submits to accounts department, latest by the 25th of every month. * Preparing of annual leave plan for all department in coordination with line managers * Ensuring that staff deductions due to disciplinary action, bank transfers, telephone deductions, company loans etc. are affected in the appropriate monthly salaries. * Managing Residence Permits and Contracts renewals with the consent and approval from Department Managers/ General Manager and MD on time without delay and maintaining a clean record with Immigration, GOSI, CPR and Ministry of Labor. * Responsible for HR policy awareness and implementation. * Managing processing of payments of GOSI, LMRA, Telephone service providers, Electricity & Water and other government authorities without delays. * Attending Managers meeting and spearheads HR related issues. * Managing all Administration correspondence, offer letter, job description, appointment, contract, increment, promotion, warning, termination, etc. * Following up and coordinating for all Administration Support Services pertaining to Ministry of Labor, Immigration, CPR, Embassies etc. * Ensuring all personnel files are maintained and updated regularly. |