



ANISH P. SYED

☎ Mobile No. **0091 7736014645** ✉ E-mail: anishsyed@gmail.com



SENIOR MANAGER – HR & ADMIN OPERATIONS – KSA / UAE / QATAR / INDIA

Carrier Summary: -

Self-motivated professional with 15 years of experience in Human Resource / Admin Operations field around GCC & India. Maintained and enhanced human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs. Senior Manager - HR & Admin Operations with proven career track of making positive organizational change, increasing employee satisfaction, production and retention.

Value Offered /Core Competency: -

- ❖ Strategic Human Resources Planning.
- ❖ Organizational Needs Assessment.
- ❖ HR Policies and Procedures Development & Implementation.
- ❖ Manpower Planning / Forecasting.
- ❖ Benefits and Compensation Administration.
- ❖ Performance Management Systems Geared to Environments Corporate Objective.
- ❖ Cross-Cultural Work
- ❖ Organizational Development.
- ❖ Team Building and Leadership.
- ❖ Job Descriptions/ Job Analysis/ Job Evaluation.
- ❖ Staff Development and Employee Relations.
- ❖ Recruitment Management.
- ❖ Training & Development Programs.

Professional Experiences: -

Indira Gandhi Memorial Trust Group of Institutions – IGMT (Education Sector)
SENIOR MANAGER – HR HEAD

- NELLIKUZH, KERALA - INDIA
(DEC-2018 TO TILL DATE)

General Roles & Responsibilities:-

- ❖ Lead the hiring process and be integral to Secure growth strategy.
- ❖ Interview applicants, conduct reference screens, and assist hiring managers in finding the right talent.
- ❖ Conduct new employee orientations and manage company training.
- ❖ Conduct bi-annual evaluations and make necessary improvements for better outcomes.
- ❖ Conduct regular discussions on performance and administer any necessary performance improvement plans.
- ❖ Be a general program manager for people tools, processes, programs, or projects relating to HR.
- ❖ Monitoring work allocation and day to day operations, ensuring timely completion of work and consistent use of processes
- ❖ Managing the HR Analyst rota/responsibilities in line with business needs - Plan, schedule, and review workload and manpower to make sure targets are being met on a cost-effective basis
- ❖ Providing practical assistance to the team on policy, process, and operational topics
- ❖ Ensuring information, advice and expert knowledge is shared amongst team members
- ❖ Ensuring employee data transactions are completed accurately and quality controls are in place and followed and all compliance requirements are met.
- ❖ Acting as an escalation point on difficult or complex issues arising in the team
- ❖ Conducting one-to-one meetings with the HR Analysts to ensure the team remains motivated and engaged and are given opportunities to develop their skills and knowledge
- ❖ Reporting on team activity, cases logged, transition and opportunity pipeline and team utilization
- ❖ Identify risks to service delivery success and drive activities to mitigate those risks
- ❖ Coaching and developing team members
- ❖ Monitoring performance and initiating action to strengthen results
- ❖ Conducting timely performance evaluations
- ❖ Provided support to the Directors in formulation of operational/ projects strategies and the review of the same from time to time.
- ❖ Played a pivotal role towards the business growth and align with the other functional heads as to achieve operational synergies within the organization.



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- ❖ Oversee the operations functions of the company, as per the Organizational chart. Hold regular briefings and meetings with all head of departments.
- ❖ Ensure full compliance to Company operating controls, policies, procedures and service standards. Lead all key property issues including capital projects, customer service and refurbishment.
- ❖ Handling complaints and oversee the service recovery procedures.
- ❖ Working as property head / management head.
- ❖ Set up all the departments and implement a system for smooth operations.
- ❖ Staff recruitment & organize proper training.

BEST SOURCE TRADING & CONTRACTING WLL (TRADING & CONTRACTING Co.)

- QATAR

SENIOR HR & ADMIN MANAGER

(OCT-2015 TO NOV-2018)

General Roles & Responsibilities:-

- ❖ Recommending new policies, approaches, and procedures
- ❖ Ensure all decisions are made in the best interest of the company's and management.
- ❖ Closely monitor the company's business reports on a daily basis and take decisions accordingly.
- ❖ Helping in the procurement of operating supplies and equipment, and contracting with third-party vendors for essential equipment's and services.
- ❖ Coordination with HOD's for the execution of all activities and functions.
- ❖ Overseeing and managing all departments and working closely with department heads on a daily basis.

SYSTEM CONSTRUCT LLC (Construction Co.)

- U.A.E

HUMAN RESOURCE MANAGER - ADNOC WING

(2013 TO 2015)

General Roles & Responsibilities:-

- ❖ Oversee the operations functions of the company, as per the Organizational chart.
- ❖ Hold regular briefings and meetings with all head of departments.
- ❖ Ensure full compliance to Company operating controls, policies, procedures and service standards.
- ❖ Lead all key property issues including capital projects, customer service and refurbishment.
- ❖ Handling complaints and oversee the service recovery procedures.
- ❖ Monitoring the preparation, presentation and subsequent achievement of the company's annual Operating Budget, Marketing & Sales Plan and Capital Budget & Manage on-going profitability of the company, ensuring revenue and guest satisfaction targets are met and exceeded.
- ❖ Overseeing recruitment efforts for all personnel, including writing and placing job ads.
- ❖ Overseeing exit interviews.

DLI SYSTEMS LLC (I.T Solution Provider Co.)

- QATAR

HR & ADMIN OPERATIONS MANAGER

(2010 TO 2013)

General Roles & Responsibilities:-

- ❖ Developing and administering human resources plans and procedures that relate to company personnel.
 - ❖ Planning, organizing, and controlling the activities and actions of the HR department.
 - ❖ Contributing to the development of HR department goals, objectives, and systems.
 - ❖ Implementing and revising a company's compensation program.
 - ❖ Creating and revising job descriptions.
 - ❖ Conducting annual salary surveys.
 - ❖ Developing, analyzing and updating the company's evaluation program.
 - ❖ Developing, revising, and recommending personnel policies and procedures.
 - ❖ Maintaining and revising the company's handbook on policies and procedures.
 - ❖ Performing benefits administration.
 - ❖ Maintaining affirmative action programs.
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ARABIAN EQUIPMENT & MAINTENANCE CO. (Heavy Equipment Co.)

- K.S.A

DEPUTY HR & ADMIN OPERATIONS MANAGER

(2008 TO 2010)

General Roles & Responsibilities:-

- ❖ Recommend and execute annual staff development plan for the entire team.
- ❖ Recommend and execute policies, procedures, rules, regulations for employees in compliance with labor laws.
- ❖ Review and update all human resources policies to meet the organization's needs.
- ❖ Plan and facilitate HR activities in the team: contract, recruitment, employee relations.
- ❖ Handle employee grievances formally and informally, forward them to concerned department and follow up for resolution.
- ❖ Play the role of employee champion by knowing and counseling their employees as and when required.
- ❖ Ensure to develop job descriptions for current/new positions.
- ❖ Maintain current organizational chart and current staff contact list.
- ❖ Provide compensation support including salary planning, approval of salary actions, promotions and job re-leveling.
- ❖ Analyze training needs to design employee development, language training and headland safety programs.
- ❖ Initiate employee engagement activities periodically and visit branches /site on need basis. Organize fun/team building activities and encourage participation of team members.
- ❖ Conduct exit interviews; Review and Analyse the feedback; Take corrective steps
- ❖ Strengthening employee engagement initiatives like People Committee, Fun & Charity, Leadership, and Offsite.
- ❖ Conducting Developmental Workshops for employees to enhance required skills.
- ❖ Conducting new employee orientations and employee relations counseling.

AREMCO (Construction Co.)

- K.S.A

Sr. HR & ADMIN EXECUTIVE

(2005 TO 2008)

General Roles & Responsibilities:-

- ❖ Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.).
- ❖ Assist the progress of job planning and performance management.
- ❖ Monitor and record employee time sheets and leave requests.
- ❖ Support for procedures or papers relating to personnel or staffing issues.
- ❖ Conduct instruction for staff members about admin and HR procedures.
- ❖ Update and maintain the training database of all staff.
- ❖ Scheduling job interviews and assisting in interview process.
- ❖ Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.).
- ❖ Maintaining current HR files and databases.
- ❖ Other HR related assignments.
- ❖ Maintaining the personal data of each employee with all the documents, appointment letters, increment letters, relieving letter, experience letter & all the exit formality letters.
- ❖ Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- ❖ Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to Employment, compensation and employee relations.
- ❖ Provide ongoing support to the leadership team on human resources related matters, policies and procedures

Academic Highlights: -

BACHELOR OF SCIENCE - GRADUATION IN PETRO CHEMICALS

(2000-2003)



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HIGHER SECONDARY EDUCATION

(1998-2000)

HIGH SCHOOL MATRICULATION EDUCATION

(1998)

Skills: -

- | | | |
|--|----------------------|--------------------------|
| ❖ Problem Solving | ❖ HRIS | Aptitude |
| ❖ Collaboration | ❖ Work & Influencing | ❖ On boarding |
| ❖ Strong Work Ethic | ❖ Team Management | ❖ Employee Relations |
| ❖ Time Management | ❖ Good in Convincing | ❖ Customer Service |
| ❖ Critical Thinking | ❖ Scheduling | ❖ Workers |
| ❖ Excellent written & verbal communication | ❖ Project Management | Compensations |
| ❖ Successful relationship | ❖ Handling Pressure | ❖ Multitasking |
| | ❖ Leadership | ❖ Emotional Intelligence |
| | ❖ Technological | ❖ Adaptability |

Personal Profile: -

Date of Birth	:	14-05-1983, 37 years
Religion	:	Muslim
Nationality	:	Indian
Marital Status	:	Married
Linguistic Proficiency	:	English, Hindi, Malayalam, Tamil and Moderate in Arabic.
Driving Details	:	Valid Light Vehicle Driving License (Indian / Saudi Arabian / Qatari)

Declaration: -

Available Upon Request.
