



SHAFEEK.A.B

SENIOR HR GENERALIST



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EDUCATIONAL ATTAINMENT

MBA- Specialized in HR and Marketing, Dayananda Sagar Institutions, Bangalore, Karnataka

BBA-CA, Hindusthan Institutions, Coimbatore, Tamilnadu

Pre University(+2), MESEMHSS, Olavakkode, Kerala

COMPUTER/ SOFTWARE SKILLS

Microsoft office packages
HRIS- Greythr
ERP- Oracle
Windows Operating System
E-mail, Computer & web-based apps.

PERSONAL INFORMATION

Nationality:-----Indian
Date of birth:-----24-Sep-1993
Marital Status:----Single
Driving License:---Indian

LANGUAGES

English-----Professional
Hindi-----Professional
Malayalam--Native
Tamil-----Professional
Kannada----Intermediate
German-----Beginner

CAREER OBJECTIVE

Aspiring for challenging assignments in Human Resource Management with an organization of repute where skills in Recruitment, Training, and performance management can be utilize to improve the company's performance.

CAREER SYNOPSIS

A well-networked and highly successful HR professional, with 05+year's progressive experience in overall HR activities across India. Boosting a strong background of Management and supporting staff as well as possessing an excellent commercial approach in solving problems and developing best Human Resource services within the organization.

Track record in delivering sustainable work results within the company reinforced by an in-depth understanding of the work environment. Comitted in improving operational outcomes and company culture through a strategic application of relevant standards, employee training and education, and infrastructure improvement. By pinpointing HR activities inherent in company processes, I have contributed to the employees, third party agents, visitors, and the organization.

Multilingual (English, Hindi, Malayalam, Tamil, Kannada,) very passionate/ aggressive about work, accepting challenges and surpassing all targets. Recognized, trusted and valued as one of the greatest assets to the com pany on work assigried.

CAREER SNAPSHOT

Mar 2017- Dec 2021	Senior HR Generalist LEGALDOCS [P] LTD Navi Mumbai, India
Oct 2016- Feb 2017	HR associate (ERC Time keeping) Amazon Development Centre Bangalore, India

AWARDS AND ACHIEVEMENTS

- 2017-2018 annual award for best performer of the year
- Received appraisal for setting up HR deparment and working on company policies
- Co-ordinated international seminar conducted by Bangalore University

KEY COMPETENCIES

- End-end recruitment (IT & NON-IT)
- On-boarding & orientation
- HR dept set-ups
- Policy & procedures
- Employment & labour law
- Employee handbooks
- Training & Development
- Performance management
- Leave management
- Payroll & statutory
- HRIS, MIS & ERP
- Employee relation/ welfare
- Strong leadership
- Negotiation skill
- Planning strategy
- Decision making
- Team work
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- Time management
- Risk management
- Salary budgeting, compensation & benefits
- Strategic Planning/Thinking
- Negotiation
- Multi- tasking
- Resource Management
- Report writing, mails & tele communication

WORK EXPERIENCE

SENIOR HR GENERALIST (MARCH 2017 - DECEMBER 2021) Legaldocs [P] LTD, Navi Mumbai, India

Job Responsibilities:-

- End to end IT recruitment & non- IT recruitment
- Coordination with technical panel and understanding their requirements, defining job positions, talent acquisition, screening, short listing of resumes through various job boards social media and internal references, arranging, conducting/ coordinating interviews
- Lead campus recruitment drives
- Managing HRIS, MIS reports and other key reports (Maintain employee records, salary entries, LTA entries, leave entries, cost center changes and employee personal information)
- Grievances and people management
- Payroll management and statutory compliance
- On-boarding and orientation
- Document verification
- Training and development
- Performance Management and appraisal
- Employee relation/ welfare
- Exit interviews and off-boarding (F&F)
- Interfacing with senior management teams for implementing HR policies and procedures in line with the organizational goals
- Analysing ER data/metrics for themes, trends and root cause identification. Share findings with key partners.
- Creating hiring plan and retention process

HR EXECUTIVE (ERC TIME KEEPING) (OCTOBER 2016- FEBRUARY 2017) Amazon Development Centre, Bangalore, India

Job Responsibilities:-

- Receive & log all queries received through phone & email in Panorama / Trouble Ticketing tool
- Responsible to work on Ticketing to resolve the queries received from the employee
- Responding to inquiries regarding policies and programs including benefits, attendance, payroll deductions, etc.
- Adhere to defined processes and ensure delivery in accordance with set quality standards
- Thorough knowledge of policies & processes for multiple Customers group
- Ensure the Service level are achieved at all times for HRS processes
- Innovative with a commitment to change and process improvement applying KAIZEN and LEAN methodologies
- Integrity and discretion in dealing with sensitive information and ensure data privacy at all times