

KALIM HAWALDAR (MBA-HR, M.COM)

Contact: +919632443078, +918971770623

E-Mail: imkalim001@gmail.com; Skype ID: kalim168



CAREER SNAPSHOT

I am a competent MBA (HR) professional with 10+ years of rich & diversified experience in HR, IR, Recruitment, Grievances Handling, MIS, Payroll, Training & Development, Policy Making & implementation, Administration, Employee Welfare & Performance Appraisal. Strong organizer, motivator, team player and a decisive leader with successful track record in handling diverse HR function as well as a sound understanding of Human Psychology.

PROFESSIONAL EXPERTISE / SKILLS

HR/IR	Factory – Administration
Talent Acquisition / End to End Recruitment	Canteen, Security, Transport & Vendor Management
On-boarding, Joining Formalities	Liasoning with Govt. Authorities
Payroll, Compensation & Benefits	Annual Budgeting
Performance Appraisals	CCTV Camera Monitoring
Industrial Relations & Employee Relations	Housekeeping & Guest House Management
Employee Engagement & Employee welfare	Cost Cutting & Negotiations
Statutory Compliances – PF, ESI, PT, Bonus, Gratuity etc.	SOP's Formulation & Implementation
Policies, Procedures, HR Budgets, HR Audits	AMC & Non – AMC Maintenance
EHS (Environmental Health & Safety)	Safety Audit & Mock Drilling
Exit Formalities	Temporary & Contract workers Management

WORK EXPERIENCE SNAPSHOT

S.N	Company	Designation	Duration
4	IMOSYS ENGINEERING COMPANY PVT LTD. BELGAUM <i>Manufacturing of Mould and Precision Tools Making Company</i>	Manager HR & Admin	March-2019 to Till date
3	VIBGYOR HR SOLUTIONS, BELGAUM <i>Recruitment and HR Services Consultancy</i>	Recruitment Manager	Nov-2017 to Feb-2019
2	M G ALLOYS, BELGAUM <i>Foundry – Manufacturer of CI & SGI Graded Casting and Auto Spare Parts</i>	Asst. Manager HR & Admin	July-2014 to Sept-2017
1	MUSHTARI SOFTWARES, BANGALORE <i>Start Up - Software & Web Development Company</i>	HR Generalist	OCT-2008 to March- 2012

DUTIES AND RESPONSIBILITIES

Recruitment

- Handling the full cycle of recruitment.
- Handling the joining process, Scheduling & Coordinating the induction process for the new recruits.

Training & Development

- Identifying training needs & preparation of annual training calendar.
- Co-ordinate with the internal / external faculty and participants for organising the training programmes.
- Obtain training feedback from employees.

- Obtain feedback on performance of employees after imparting the training & reorganize the training, if reqd.

Compensation & Benefits

- Payroll processing & Salary structuring for new recruits.
- Conduct ad-hoc salary reviews based on market information.
- Co-ordinating for Insurance coverage for new joiners & Organising Sodexo Meal Vouchers.

Performance Evaluation & Employee Relations

- Management of rewards & recognition.
- Rolling out CTC letters, promotion letters & confirmation letters.
- Handling employee grievance
- Assist in maintaining peaceful industrial relations.

HRIS

- Managing employee data bank.
- Generating various MIS reports for Management.
- Maintain and update all personnel records.

Statutory Compliance

- Supervision of various statutory registers as per labour law.
- Liaisoning with government departments as per the Factories Act.
- Supervision of deduction & payment of employee benefits like PF, ESI, Medical Group Insurance etc.
- Supervision of filing of returns with various authorities as per the requirement of the applicable laws.
- Visiting PF, ESI and Labour Department offices.

Policies & Procedures

- Participate in the formulation of the company policies
- Ensuring compliance to Standard Operating Procedures and Company policies.
- Organize staff welfare activities.
- Undertake any other ad-hoc projects as directed by the Management.

Administration

- Supervision of Time Office Functions
- Monitoring the Housekeeping activities
- Maintenance of Guest House
- Payroll computation
- Maintenance of all Office equipments

Employee Separation

- Conduct Exit interview & forward the inputs to the respective unit heads to work towards better employee retention.
- Supervision of final settlements & payments.
- Ensure smooth exit of the employee in coordination with the departmental heads.
- Co-ordinating with resigned employees for post resignation employee benefits.
- Completing the formalities for the superannuated employees.

EDUCATIONAL QUALIFICATION

- M.B.A [HR], First Class full time from Angadi Institute of Technology and Management, Belgaum (VTU).
- B.B.A, First Class, from Karnatak University, Dharwad.

TRAININGS AND ACHIEVEMENTS

- Successfully undertook different Grievance & conflicts, handled gracefully with counseling & actions.
- Efficiently handled entire Induction & Training functions for all new Joinees & existing Employees.
- Attended Combined Annual Training Camp, from Karnataka & Goa joint NCC.
- Attended Export –Import Management Programme organized by Visveshrayya Trade Promotion Council, Belgaum.
- Presented National level paper presentation on the topic of devaluation of Indian currency organized by Angadi Institute of Technology and Management, Belgaum (India)
- MBA Topper in 2nd and 4th semester examinations in Angadi Institute of Technology and Management.
- NCC 'B' Certificate holder in Air wing from Karnataka and Goa Joint NCC.

PERSONAL DETAILS

Full Name	:	Musakalimullah Mohammedgouse Hawaldar
Date of Birth	:	27th Oct, 1987
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Valid Passport	:	Yes
Languages Known (To read, write and speak)	:	English, Hindi, Kannada & Marathi
Present Address	:	3 rd Main Lane, Basava Colony, Belgaum

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.



Musakalimullah M. Hawaldar

Place: Belgaum