

Md Hamid Raza Khan

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Assignments in Human Resource Management with an organization of high repute.

PROFESSIONAL SYNOPSIS

- **Human Resource Professional** with 12 years 'of proven track record in transactional and transformational HR Bandwidth by partnering with business leaders to optimize organizational effectiveness within **employees**.
- Innovative and Proactive problem-solving attitude, Strong communication acumen, Cross cultural/functional awareness, Change orientation, Consulting and ability to exercise integrity and sound judgment in complex and ambiguous situations with a "Roll up your sleeves and get it done" approach that is people-centric, vibrant and marked by high level of energy.

Core Competencies

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|--|---|
| ☞ HR Budgeting | ☞ Recruitment & Selection |
| ☞ On-Boarding , Induction & Orientation | ☞ Payroll, Compensation & Benefits |
| ☞ Administration & Visa Processing | ☞ Employee Rewards |
| ☞ Employee Welfare | ☞ Grievance and conflict |
| ☞ HRIS Database & MIS Reports | ☞ Exit Formalities |

Employment Scan|

HR Coordinator | Jaddarah Service Company | Saudi Arabia | Jan22 – Till Date ☞

- Managing Payroll for more than 9000+ employees to ensure timely salary disbursement.
- Develop and run HR (Attrition, New Hire, Master Report, etc) & Payroll reports.
- Leave Records and Encashment Full & Final Settlement.
- Reporting (LTA Provisions, Headcount report, PL Provisions, New Hire report, Attrition report)
- Operates FOCUS for payroll and settlement process based on the contract of manpower supply of the company.
- Preparing monthly/annual expenses report.
- Handle, investigate and resolve statutory and company payroll queries.
- Bank Reconciliation with payroll process.
- Posting payroll to GL accounts.
- Some of the Major Clients: Sabic, Ma'aden, Jacobs, Farabi, APC, Saudi Chevron, Tasnee, Marafiq, Nokia, Etc in total more than 190 Clients.

HR Manager | Synchronous Software Solutions | Ranchi , India | Dec 2019 – Nov-21

HR Budgeting: -

- ☞ Capital Expenses (Camera, ID Cards), Payroll, Recruitment Expenses, Company Vehicles, Canteen, Transport, Uniforms, Medical, Visitor's Expense, House Keeping, Staff & Technical Training, Local Conveyance, Legal & Professional Fees, Security, Books, Journals & Subscriptions, Stationery, Xerox

Recruitment & Selection (Talent Search & Acquisition)

- ☞ Manpower planning, Strategy Development, searching, Screening, valuation and control
- ☞ Responsible for leadership level Talent Acquisition, Talent Transformation and Talent Management.
- ☞ To forecast, plan and review monthly recruitment targets

Wages & Salary (payroll) Administration

- ☞ Administering / Managing Pay Roll Processing in respect of all Employees
- ☞ Implemented the ERP for Payroll.

Administration

- ☞ Monitoring Day to Day administration function & Infrastructure.
- ☞ Responsible for developing vendor for Annual Maintenance contract of Office Equipment's.

- ☞ Managing – Housekeeping staff & ensure cleanliness. Travel Arrangement: - Air Ticketing -Domestic– & international, Visa handling process etc. Handling Hotel Reservation
- ☞ Handling Pantry services & supplies of pantry items and ensuring safety stock of the same.
- ☞ Independent charge of Customer service & customer related communication.

Compensation & benefits

- ☞ Conducted “Salary Survey” through various sources: - Job portals, Internal & External Consultants for Salary Information in the Market to be put up for Management review
- ☞ Mapping of Grade and Salary Structure
- ☞ Salary Benchmarking to meet the future requirement for the growth of the organization
- ☞ Design and Implementing plans for compensation which has 2 forms fixed component and Variable compensation.
- ☞ Design and implemented Benefits program such as (Health Benefits, Risk Benefits, Retirement planning benefits, Employee referral program, Company Vehicle schemes, Free Cafeteria Services, Educational Assistance to Employees and family).

Employee Rewards

- ☞ Designed and implemented the rewards plan of 2 type monetary & non-monetary
- ☞ Monetary rewards are the salary increments the employee receives.
- ☞ Non-Monetary rewards are the awards, recognition that the employee receives for his performance such as Letter of appreciation with copies to employee's file and CEO, Publicity – mention in newsletter/Company News Bulletin/Local newspaper [special achievement], Lunch with senior management, Flexible work schedules, attendance at seminars or conferences, Tickets to local events, Restaurants coupon, Food basket, cash bonus – with taxes pre-paid, Employee of the month etc.)

Employee Grievance

- ☞ Handling Employee Grievance(complaint) by Investigate and handle each case carefully, Talk to the employee, Enforce the time limit., Visit the work area or place of grievance, Determine witnesses, Examine records., Examine witnesses, Evaluate grievance, Permit full hearing, Identify the relief an employee.

Employee Welfare

- ☞ Organizing birthdays, employee get-togethers, picnics and sports events to inculcate and increase sense of belonging among the employees.

Sr. HR / Labor Officer | United Readymix WLL | Doha-Qatar | Oct 2016 – Nov 2019 ☞

Recruitment

- ☞ Sourcing suitable candidates for available positions & identifying suitable recruitment channels.
- ☞ Forward collected CV's to the concerned department heads for evaluation & interviews.
- ☞ Schedule interview in coordination with the departmental heads.
- ☞ Prepare employment offers for the selected candidates.
- ☞ Applying work visa.
- ☞ Mobilization of selected applicant.

E-Government Transactions (Hukoomi Portal)

- ☞ Medical examination appointments.
- ☞ Visa Processing (Visit visa , Work Visa ,Business Visa , Family Visa .
- ☞ New Residence permits.
- ☞ Residence permits renewals.
- ☞ Transfer of Residence permits from old passport to new passport.
- ☞ Exit Permits.
- ☞ Residence permits cancellations.
- ☞ Health card renewals.

Renewals of Legal Documents (Coordinating with PRO)

- ☞ Establishment ID.
- ☞ Company Registration
- ☞ Company Trade License
- ☞ Environment Certificate
- ☞ Membership Certificate
- ☞ Vehicle logo advertisement
- ☞ Import code

Payroll and Benefits (Preparing)

- ☞ Staff payroll
- ☞ Settlements (Annual Leave , Resignation , Termination , Leave provision , End of service benefits)

Other HR related task (Preparing)

- ☞ Salary certificates
- ☞ Experience certificates
- ☞ Employment contracts
- ☞ Salary advance requests
- ☞ PRO expense reports
- ☞ New Arrival advances
- ☞ Leased accommodations renewals.

HR Executive | Warriors Trading & Contracting | Doha- Qatar | Sep 2015 - Oct 2016**Recruitment:**

- ☞ Receiving the requirement of client, understanding the job profile, interacting with client for requirement clarification, if any & fulfilling their hiring needs efficiently.
- ☞ Understanding the requirement of the client in terms of the position and the job description.
- ☞ Releasing advertisement in the newspapers
- ☞ Searching suitable candidates for clients through various sources such as job portals, head hunting, LinkedIn , references and databank, job posting, mass mailing, based upon the required skill sets,
- ☞ Sending the scrutinized profiles to the clients & coordinating with them for short- listing & interview scheduling.
- ☞ Conducting the preliminary round of interviews. Understanding the initial due-diligence in terms of their career aspirations, relocation constraints, current and expected CTC etc. so as to put forward the best candidates to the client.
- ☞ Interaction & smooth coordination between client & candidates at the time of offer stage.
- ☞ Involved in networking and head hunting of senior positions.
- ☞ Short-listing suitable candidates for Client interview/CV selection by the Clients.
- ☞ Receiving the Client's representatives on their arrival at airport
- ☞ Arranging Trade Test Centers for testing of categories requiring Trade Test
- ☞ Performs other tasks assigned from time to time.

HR Executive | Just Dial Limited | Noida - India | June'12 - August '15**Recruitment:**

- ☞ End to end Recruitment:
- ☞ Screening of CV, s.

Joining:

- ☞ Issuing offer letter, leave card, create email id, appointment letter, ID cards & sim cards, Health Checkup.

Time Office Functions:

- ☞ Accountable for timely confirmation of employees.
- ☞ Assist the accounts department for making the salaries of employees.
- ☞ Day to day Attendance checking.
- ☞ Maintaining and update the records of employees.
- ☞ Maintaining Personnel file of worker/employees.
- ☞ Maintaining Time record and Leave records of employees.
- ☞ Make the coordination with various departments.
- ☞ Taking care of IT peripherals purchase, maintenance.

Admin Executive | Aushta Fludz n Fudz | Faridabad India | June'09- May '12**Key Responsibilities handled-**

- ☞ Reviewed and processed executives' mail.
- ☞ Handled telephone inquiries and prioritized urgent calls.
- ☞ Scheduled and arranged meetings and parties; prepared and distributed meeting materials.
- ☞ Coordinated in arranging business travel; prepared travel and expense reports.
- ☞ Maintained and updated clients database.
- ☞ Maintained files in accordance with departmental policies and guidelines.
- ☞ Arranged mobile & network connection, stationary items, Couriers distribution and notice board etc.

Academia

- ☞ **MBA /PGDM** in HR and Marketing from Institute Of Management Education Ghaziabad , U.P
- ☞ **Bachelor in Information Technology** from Kuvempu University.
- ☞ **Higher Diploma in Computer Application.**

Computer Awareness

- ☞ Familiar with web technology HTML, DHTML.
- ☞ Good Knowledge of MS office (MS word, MS Excel, MS PowerPoint and outlook).
- ☞ Installing and configuring the peripherals, components and drivers.
- ☞ Installing software and application to user standards.
- ☞ Troubleshooting of personal computers.
- ☞ Usage of Internet Applications like Team Viewer.

Software Skill

ERP
Oracle
MS Office
Social Media Platforms
Talent Acquisition
Software

PERSONALITY

Honest and Accountable
Diligent and organised
Ethical and loyal
Technologically competent
Decision-making skills

Other HR SKILLS

Good communication - written and oral skills
Attention to detail
Effective interpersonal skills
Conflict management
Organizational

PERSONAL DOSSIER

Gender : Male
Date of Birth : 28th -Oct-1985
Passport no : M5932468
Nationality : Indian
Marital Status: : Married

Declaration:-I hereby declare that the information furnished above is true to the best of my knowledge.

Hamid Khan

Date:

Md Hamid Raza Khan