

Fahith Hakkim A

HR EXECUTIVE

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PROFESSIONAL SUMMARY

A results-oriented HR professional with over 9 years of experience driving strategic HR initiatives. Proven track record in optimizing talent acquisition, enhancing employee engagement, and improving organizational performance. Skilled in talent management, employee relations, and performance management. Seeking a challenging role to leverage my expertise and contribute to the continued success and growth of the organization.

EDUCATION

MBA in Human Resource and Finance

Sri Krishna College of Engineering and Technology, Coimbatore

NES FIRCROFT | HR EXECUTIVE April 2021 – October 2024

Key Responsibilities:

- **Recruitment Cycle Management:** Managed the entire recruitment process, from sourcing and screening candidates to shortlisting and scheduling interviews for employees.
- **Employee Onboarding for Contractors:** collection of the onboarding documents from the contractor using the OTE tool with quality approval.
- **Time & Absence Management & Quality Assurance:** Assisted the clients/contractors with effective time and absence management. Based on time sheet submissions, payroll will be processed smoothly, ensuring that time sheets are approved and invoiced.
- **Performance Review & Discussion:** Lead probation reviews for the employees with the new hire employees and support performance and quality improvement discussion. Organized monthly and quarterly meetings with team members, discussing performance based on individual scorecards.
- **Client Collaboration:** Engaged in discussions with clients to address payroll discrepancies on rate, schedules, benefits and implemented solutions for smoother workflows.
- **Payroll & Benefits Management:** Responsible for ensuring that payroll deadlines are met including extensions, rate changes, and other additional in benefits such as OT, DT and other allowances with recruiters and Contractors.
- **Data Analytics & Reporting:** Supported the team with data analysis, creating dashboards and reports that were presented to top management. This included analyzing quality, errors, escalations, and consistency through weekly and quarterly reconciliation reports.



IDENTIFICATION INFO

Father Name: Ahamed Sherriff. K
Date of Birth: 2nd August 1990.
Languages Known: English, Hindi, Urdu, Tamil, Malayalam & Kannada.

TOOL & SYSTEM MASTERY

- **Applicant Tracking Systems:** BBO, Bullhorn.
- **HRIS/HCM Systems:** PeopleSoft, HCM, SAP Fieldglass.
- **ERP Systems:** Navision, ZOHO
- **Specialized Tools:** CDMS (Exxon Mobil), Cortex (Workbench), GSD, OpenInvoice, OTE (Onboarding tool), PRO C.

ORGANIZATIONAL ATTAINMENTS

- **Talent Acquisition:** Successfully recruited candidates through job fairs (ex. Sikkim Manipal University) to fulfill client requirements.
- **Campus Recruitment:** Organized and executed placement drives at UIT College for Adecco India and Infosys, filling top talent for technical support roles.
- **Employer Branding:** Conducted Cognizant outreach programs to enhance brand visibility among school students.
- **ORG Development:** Contributed to NES kindness programs & part of event organization committee

PERSONAL FORTE

- Strong analytical and problem-solving skills
- Adaptability & flexibility.
- Proven leadership ability with experience leading and motivating teams
- Critical thinking & make sound decisions.
- Thrive in fast-paced environments

COGNIZANT TECHNOLOGY SOLUTIONS | SENIOR COORDINATOR HR

April 2016 – April 2021

Key Responsibilities:

- **Payroll Management for Multiple Regions:** Managed Time & Labor payroll for North America (US and Canada), Costa Rica, Japan, Germany, Brazil, Philippines and UAE ensuring timely and accurate payroll processing across diverse regions.
- **Inputs Processing & Query Handling:** Handled payroll processes including timesheets, absence management, schedules, compensation updates, and query resolution for all Cognizant business entities in North America (US and Canada). Assisted contractors with W4 queries and W4 form submissions for tax benefits.
- **HCM Report Validation:** Validated various PeopleSoft HCM reports, including hire, termination, pay group conversion, transfers, and other key payroll data.
- **Special Payment Processing:** Managed batch uploads for special payments, such as referral bonuses and award payments, into the internal payroll system.
- **Conflict Resolution & Payroll Support:** Effectively resolved conflicts and provided support to new employees and staff on payroll policies and business operations, while reconciling payroll discrepancy tickets.
- **Payroll Data Validation & Finance Collaboration:** Collated payroll input data, validated and advised on Leave of Absence (LOP), LOP reversals, stop pay, and vacation encashment to the finance team.
- **Resource Management & Allocation:** Responsible for end-to-end resource management to meet business unit (BU) requirements, ensuring that priority demands were allocated effectively.
- **Bench Associate Management:** Proactively managed bench associates, negotiating timely allocations to projects and ensuring adherence to project timelines.
- **Survey Initiatives & Data Reporting:** Launched surveys to gather data from associates and used advanced Excel, Macros, and Pivot tables to create comprehensive reports for analysis and decision-making.

ADECCO INDIA PVT LTD | HR CONSULTANT

September 2014 – June 2015

Key Responsibilities:

- **Staffing & Recruitment Management:** Led staffing, recruiting, sourcing, headhunting, and vendor management, ensuring seamless talent acquisition across various levels.
- **End-to-End Recruitment Cycle:** Managed the complete recruitment process, including reporting, sourcing, interviewing, campus recruitment, client handling, salary negotiation, executive hiring, and contract recruitment.
- **Mass & Skill-Based Hiring:** Experienced in large-scale hiring and skill-based recruitment, aligning candidate profiles with client needs. Proficient in sourcing candidates for positions ranging from junior to senior levels, with expertise in campus and off-campus recruitment.
- **Profile Sourcing & Outreach:** Utilized platforms such as Naukri, LinkedIn, career websites, and job postings, along with mass emails, to source candidate profiles effectively.
- **Employee Relations & Operations:** Maintained day-to-day operations (Daily Walk-in) and managed employee relations on queries by fostering a positive work environment.
- **Staff Services:** Provided essential staff services, including issuing salary slips, offer letters, and managing documentation for employees.

DECLARATION

I, Fahith Hakkim. A do hereby solemnly ensure that the information given above is true to the best of my knowledge.

Date:

(Fahith Hakkim. A)

Place: