



Mohammed Sohail

HR Manager



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UAE



SNAPSHOT

- Highly passionate, result oriented energetic & articulate professional with **16 years** of experience mastering in Talent Acquisition & HR in Automotive, Recruitment and Manufacturing sector.
- Drive large scale transformational changes in Talent Acquisition, that directly impact business growth
- Adept in Executive search, Leadership hiring, Campus and volume hiring.



CORE SKILLS

Recruitment

Talent Development

Employee Engagement

Employee Relations

Campus Hiring

Workforce Planning

UAE Labour law

Statutory & Compliances

Performance Appraisal

HR Policies

Expat Management

Rewards & Recognition

Administration



PROFESSIONAL STATEMENT

- Skilled in spearheading entire gamut of HR operations like Recruitment, Campus hiring, Employee Engagement, Talent Development, HR Policies, Manpower planning, Payroll, Performance Appraisal, Administration, Expat management, Statutory compliance, and Rewards & Recognition
- Expert in end to end recruitment including resourcing leadership positions, evaluating the required skills, identifying the possible sources, competency-based hiring, assessments, negotiating & finding the best fit into the organization.
- Accomplished establishing Recruitment Shared service team of 8 recruiters and process, catering all business units across India at Schaeffler India Automotive comprising of more than 3000 employees.
- Expertise in developing, recommending & implementing HR operations and strategies.



CAREER

ELGI Equipment Limited, India
Manager - HRBP

Sep 2021 – May 2022

- Support two large business verticals with agility and transformational HR practices as like Recruitment, Talent development, Engagement, Grievance performance appraisal and Employee Relations.
- Involved in strategic and key organization design projects and large scale change management initiatives
- Enabling the leadership with organization development and building high performance teams
- Act on any performance or employee relations issues
- Provide day-to-day advice to people leaders on all HR issues in an approachable collaborative manner

ATS ELGI Limited, India
HR Manager

Jan 2019 – Aug 2021

- Spearheaded entire HR plant operations, comprising of 500 employees.
- Lead the end-to-end talent acquisition process – campus hiring, employer branding, strategy.
- Monitor L&D program execution along with feedback analysis.
- Develop HR planning strategies with management to improve HR policies procedures and programs
- Monitor employee-engagement and team-building activities, celebrations, etc.
- Ensure safe, secure and hygiene facility that meets EHS standards
- Anchor performance management cycle and drive high performance culture through strong HR engagement,
- Oversee and approve leave management, separation – resignation or termination and final settlements
- Manage and recommends employee relationship practices, handle disputes, complains and grievances
- Manage blue collar employees and contractual employees life cycle.



EDUCATION

- MBA (HR) from Madras University, Chennai in 2009
- B.Sc., (Computer Technology) Adhiyamaan College of Engineering, Hosur. 2005



COURSES/TRAININGS

- Diploma in Labour law
- Boolean Sourcing techniques
- Agile coaching



PERSONAL DETAILS

D.O.B:

18th April 1984

LinkedIn:

www.linkedin.com/in/Mohammed-Sohail-HR

Languages Known:

- English
- Hindi
- Urdu
- Tamil
- Kannada
- Telegu

Passport No.:

Z4260132 [Valid till 18.05.27]

Visa type: Visit

Address for Communication:

Flat no. 312, 3rd floor, Zakhir-1 Tower,
Al Taawun, Sharjah, UAE.

- Anchor performance management cycle and drive high performance culture through strong HR engagement,
- Oversee and approve leave management, separation – resignation or termination and final settlements
- Manage and recommends employee relationship practices, handle disputes, complains and grievances
- Manage contracts and negotiate pricing with vendors

Key Achievements:

- Successfully executed Job Evaluation study & Industrial Engineering study
- Increased employee adoption of HR tools resulting reduction in helpdesk traffic by 25%
- Achieved 100% compliance with zero findings in internal and external audits

Schaeffler India Automotive, India Deputy Manager – HR & TA

June 2011– Dec 2018

- Lead shared Recruitment shared service team by monitoring activities such as job descriptions, scrutinizing resumes, advertising for required staff & operator positions, scheduling / conducting interviews and smooth onboarding resulted in hiring 60 new hires on monthly average basis.
- Specialist in hiring of Technical people for R&D (Validation, testing, design, NVH test, project managers and embedded system), special machine building, service engineers
- Headed campus recruitment programs for budget approved positions right from hiring to onboarding of technical and non-technical graduates from top colleges of India
- Lead Work Force Planning and Budgeting from quarterly forecasts
- Channel sourcing from external agencies/ alumni referrals, internal referrals and through portals
- Global Talent Mobility – Handled transit of expats, budget, on boarding, passports, work permit, Visa, registration & visa extensions. Handle Expat's tax coordination, relocation arrangements, car, house, school & utilities
- Organize & Technical & behavioral trainings;
- Assisted employee relations in blue collar wage settlement & grievances
- Handled transfer & relocation processes; managed employee's complaints / grievances, related them to the management.
- Handled the exit process and facilitate exit Interviews
- Handled engagement activities such as Birthday celebrations, Sports day, Annual day, EHS events, Retirement function, department offsite, CSR site work etc.,

Key Achievements:

- Implemented Demand/Fulfillment Tracking Recruitment system
- Increased average TA resources utilization from 60% to 90%
- Pivotal in reducing recruitment lead time from 65 to 45 days
- Successful in hiring multiple leadership positions of C-suite level

Blue-chip Talent Search & Mgmt. Consultants, India 2007 –2011 Principal consultant

- Responsible for managing full life-cycle recruitment (Requirement analysis, job description, screening, interview-coordination and on boarding)

Titan Industries Ltd., India as HR Trainee (On contract) 2006 –2007