

## **Siddik Muhammad**

**Mob** : +971 52 8809542  
: +971 55 4061072

Email: [siddikp2000@gmail.com](mailto:siddikp2000@gmail.com)

**Asst. HR Manager, HR Officer, HR Generalist, HR Supervisor etc**  
Manufacturing/Offshore/Landscaping & Construction/Trading etc



### **Career Profile**

13 years HR Professional Experience in planning, developing, implementing and evaluating personnel and labor relation strategies including policies, programs, and procedures to address Organization's Human Resources requirements. Proven track record of effectively managing Human Resources directives within Trading, Manufacturing, Construction/Contracting, FMCG, Real estate and Offshore/Onshore environment with approximately 500 employees.

### **Career Synopsis**

- **HR Administration**
- **Payroll Management**
- **Leave Management**
- **Attendance Management**
- **Employee Orientation**
- **Manpower Recruitment**
- **Employee Relations**
- **Policies and Procedures**
- **Performance Management**
- **Training and Development**

### **Professional Experience**

- 1) **Senior HR Generalist**  
Confidential – Abu Dhabi  
From Nov, 2020 till date  
*Landscaping/Construction Industry*
- 2) **Asst. Manager - HR**  
From Aug, 2018 to July, 2020  
Al Qawee Drinking Water LLC  
**2 Years**  
Trading and distribution
- 3) **Sr. HR Executive**  
From Dec, 2013 to July, 2018  
KTL Offshore - Sharjah Hamriya Free Zone  
**4 ½ Years**  
*Manufacturing Industry*
- 4) **HR Executive**  
From Nov, 2011 to Dec, 2013  
Fakhruddin Holding – Dubai  
**2 Years**  
*Trading, Properties & FMCG*
- 5) **HR & Admin Executive**  
From Feb, 2007 to Oct, 2011  
Golden Ready Mix LLC – Dubai  
**4 ½ Years**  
*Manufacturing Industry*

### **Manpower Planning.**

- Ensure the Recruitment Plan for all departments is in place.
- Conduct interviews in conjunction relevant with Department Heads.
- Documents verification & reference check-up.
- Issuing of offer letter for the selected candidates.
- Responsible for the employment visa process.

- Managing on board activities & exit formalities.
- Handle the joining formalities and arrange induction program for all new hires.
- Accommodation and transport arrangement for the employees.

### **Payroll Management**

- Manage and monitor attendance, leaves, absentees, addition/deduction etc.
- Post all the relevant entries for food allowance, transport allowance, fuel, fines, overtime etc
- Prepare payroll reports and separate cash/bank.
- Prepare and upload SIF files.
- Issue payslips to the employees and respond to their queries.
- Handle Loan applications, advances, leave settlement, Air ticketing etc.

### **Training & Development**

- Develop Training Matrix and keep updated.
- Organize and monitor in-house trainings.
- Nominate and facilitate outbound trainings
- Obtaining approval from the management for outbound training and ensure the cost is within the training budget of the department.

### **Employee Benefits & Welfare**

- Create & manage employee engagement activities.
- Reviewing procedure and policies pertaining employee benefits and welfare.
- Implementing changes.
- Annual appraisal performance appraisal, increment, bonus etc.

### **Legal & Admin/Insurances**

- Responsible for company license application, renewal etc.
- Leasing, Land Renewal, Vehicle Registration etc
- Manage and verify all company contracts with employees.
- Taking care of all new and renewal of insurance such as Medical Insurance, Workmen Compensation, Plant & Machinery, Vehicle insurance, Public Liability insurance etc.

### **Resignation/Termination**

- Deal with Resignation/Termination of employees.
- Ensure UAE labor rules are followed till end of the process.
- Prepare final settlement (gratuity calculations) and arrange visa cancellation.
- Conduct Exit Interviews.

### **Other Responsibilities**

- Review and ensure effectiveness of day to day functions of the Human Resources department including training, discipline and employee relations.
- Ensure employees` grievances are handled and sorted out as per company procedure.
- Maintain accurate records and compile statistical reports relating to personnel data, e.g hires, transfers, turnover, absenteeism rate, performance appraisals etc.
- Handling Employee Database (Both in Soft Form and Files Management)
- Design and implement human resources policies according to the business requirements.
- Involving in management discussions on the organization`s policies and strategic development
- Develop Employee Handbook and update the changes, if any, and communicate to the employees.

- Review job descriptions for all positions at regular intervals and update them in consultation with the respective Managers.
- Assisting Department Managers to set KPI.
- Do frequent inspection in staffs` accommodation/Labor camp and keep monitoring of utility bills.
- Prepare all internal, external letters, Memo, Salary Certificates, NOC etc.
- Record, maintain and monitor attendance to ensure employees punctuality.
- Closely monitor and support new employees during their probation period
- Issue Employee `Confirmation letter` to the employees after the successful completion of their probation period.
- Managing yearly Performance appraisal exercise, increments, bonus, promotions, demotions, termination etc.
- Employee relations- Visit the employees in the different branches/sites once in every 2 weeks.
- Conduct various trainings for the development of employees skill set based on the appraisal feedback from the department managers.
- Extreme coordination with PRO Department for new visa application, passing visa message, Visa submission in Airport, cancellation etc.
- Managing employees` visa renewal process and advice PRO Department based on the confirmation from the Concerned Managers.
- HR Policy communication & implementation.
- Work on yearly bonus payment as per the company`s performance and standard.
- Take action for the timely renewal of staff accommodation and managers` apartments.
- Work with Finance department and confirm the accrued gratuity for all employees by end of every month.
- Provide legal advice to the senior Management on HR matters.
- Managing and updating full details of employment visa, Passport, labor card, Visit Visa, Salary increment.
- Handling all the internal references such as warning letter, salary increment letter, deduction letter, memos and all secretarial work of the HR Department.
- Collecting updated information from Camp Boss about the labor camp on daily basis.
- Prepare HR reports as per the requirement.

### **Academic Qualification**

- Bachelor of Business Administration
- Plus Two: Board of higher Secondary Education. Kerala
- SSLC: Board of Secondary Education. Kerala
- Financial Accounting Foundation course-Career Guidance Academy
- Certificate in Accountancy

### **Professional Development/Training**

- Attended various ISO certification training.
- Participated in Personality Development classes conducted by the senior professors.
- Attended training on communication and interpersonal skills.

### **Computer Skills**

- Excellent knowledge in SAP, Oracle, ERP etc.
- Expert in Microsoft office.

### **Language Proficiency**

- Good command and excellent communication skill over English, Hindi & Malayalam
- Arabic –Working knowledge.

**Skills & Capabilities**

- Highly organized and dedicated with a positive attitude
- Excellent communication and interpersonal skills
- Analytical skills and attention to details
- Good organization, time management and administrative skills
- Flexible and willingness to multi-task
- Influencing and pushing skills.
- Ability to work under pressure and adaptable to any circumstances
- Knowledge of UAE Labor Laws.

**Personal Details**

Date of birth : 15<sup>th</sup> April, 1985  
Nationality : India  
Marital Status : Married  
Availability to join : Immediate

**Holding Valid UAE Driving License, with own car.**

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