

Anwar Jamal Mohideen Abdul Kader

Senior HR Professional | CIPD Student Member

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Professional Summary

Dedicated Human Resources enthusiast at heart with a strong people management grasp gained from the management background. Having a passion to explore new fields, eager to learn, and gain experience in the dynamic Human Resources field. Strong leader with proven problem solving and conflict resolution skills.

I am an experienced Professional in Human Resources Administration & Operations, People Management, Resourcing & Talent Development, Customer Relationship Management, IT Savvy, and Process Enhancement. Over 12+ years of multi-national experience working across various industries, including Hospitality, IT Consultancy, Group Enterprises (Construction & Commercial), and educational institutions.

Dynamic and motivated professional with a proven record of managing projects from concept to completion, designing HR strategies that increase brand awareness, promote customer and employee engagement, and ultimately drive conversions.

Skills And Competencies

Manpower Planning & Resourcing
Talent Management
KPI & Performance Appraisal
Employee Relations
Employee Engagement
HR Operations

On-Boarding & Off-Boarding
Organizational Design
Strategic HR Practices
Business Acumen
Payroll Coordination
Reward Management

MS Office Tools
ERP Software
Analytical Skills People
Report Generation
Employee Lifecycle
HRIS & HRMS

Organizational Experience

Senior Human Resources Officer

Cantaloupe Information Technology, Dubai, UAE

Aug 2020 - Nov 2021 (1 year 3 months +)

- Assist in talent acquisition and recruitment processes such as placing job advertisements on portals, sourcing for potential candidates, screening profiles, reviewing resumes, conducting phone screens, reference checks, arranging interviews and selecting the candidates
- Maintains the work structure by updating all positions' job requirements and job descriptions
- Manage the onboarding of employees and coordinate training schedules and ensure completion
- Monitor and process documentation required for visa applications, air tickets and hotel booking, and welcome the employees by the HR team.
- Prepares employees for assignments by assisting with conducting induction, orientation, and training programs for the middle-senior level entrants in the organization.
- Act as the first point of contact for advice and problem-solving in the areas of employee relations: disciplinary, grievance, performance, absence management, mentoring and issuing salary/experience certificates
- Support in guiding employees in various HR related topics such as government relations work, payroll, salary transfer, medical insurance, entitlement, and benefits.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; counselling employees and supervisors.
- Ensures legal compliance by monitoring and implementing applicable human resource federal requirements; drafting contracts; maintaining employee files and records in hard & soft forms
- Verify Time & Leave Management for timely and ensure accurate processing of the monthly payroll according to the schedule, generating pay slips and forwarding them to the employees
- Identify ways to improve HR policies and procedures and update trends, or more serious issues to the Heads

- Gather and analyze data with useful HR metrics and maintain the integrity of the data in the HRIS
- Promote Human Resource programs to create an efficient and conflict-free workplace
- Support employees on offboarding processes such as cancelling work permits, residence visas, issuing certificates and handing over the end of service benefits from Hire to Retire the organization
- Passion for self-learning by actively participating and contributing to the HR professional networks, globally by attending seminars/webinars, reading books, journals, blogs and within the group.

Assistant Professor of Management Studies / Trainer (Short-Term Project)

Annai College of Arts & Science, Tamil Nadu, India

Jun 2019 - Sep 2019 (4 months)

- Completed the Training program for over 200 Students of MBA, Business Administration & Hotel Management during their ODD Semester
- Worked as an HR Advisor & Examiner (Under graduation & Master's Program) for the management of their university-level Program.
- Coordinate with Annai Group of Institutions (Both Arts & Engineering) Administration department for sourcing process & Pre-Joining formalities such as orientation and other facilities in coordination with the admin department.

Human Resources Officer

Saeed & Mohammed Al Naboodah Group, Dubai, United Arab Emirates

Nov 2015 - May 2019 (3 years 7 months)

- Based on the manpower requirement and the job profiles prepare and publish Job Postings through LinkedIn & NaukriGulf, Screen & Shortlist CVS, organize interviews both local & international for the selection of right candidates, and arrange offer of employment as per the policy.
- Manage recruitment agencies, their performance, costs incurred and attend interview campaigns along with a technical team
- Coordinate with ANGE Group Administration department for visa processing and pre-joining formalities
- Conduct joining formalities such as orientation and other facilities in coordination with the Facilities department
- Prepare and maintain updated recruitment status and staff allocation report, MIS Report, candidate database, agency performance reports and other reports as per the management requirement
- Conversant with monitoring the overall functioning of processes, identifying improvement areas, and implementing adequate measures to maximize the customer satisfaction level

Human Resources Officer

ChennaiSoft Consultancy Services, Chennai, India

Aug 2013 - Jan 2015 (1 year 6 months)

- Administer and coordinate the Induction program for the new joiners
- Analyzed, planned, managed recruitment process to enhance the company's business
- Coordinate the administration of the Recruitment and Selection processes, working in conjunction with the human resources coordinator to assist in all facets of the recruitment and selection process
- Providing efficient and reactive consultancy service to staff and senior management
- Undertaking internal reviews, coordinating external reviews and advising on related processes as needed

Cluster Reservations Agent

Hilton Dubai Jumeirah Resort & Residence and Hilton Dubai Creek, Dubai, United Arab Emirates

Feb 2008 - May 2013 (5 years 4 months)

- Assisted the Director of business development in maximizing revenue
- Contributed to ensuring the satisfaction and loyalty of guests/customers by offering optimal service without compromising on the established standards
- Managed the call-off process and carried out an update of reservation via the reservation system
- Initiated correct application of various rates by gaining correct knowledge on the same
- Effectively maintained several reservation documents to facilitate an efficient filing system
- Assisting the HR Officer with the maintenance and development of HR procedures and policies

Education

Sikkim Manipal University – Gangtok, Sikkim, India

Master of Business Administration (MBA), Human Resources Management

2010 - 2012

Bharathidasan University - Tiruchirappalli, Tamil Nadu, India

Bachelor's degree, Hotel Management and Catering Science

2004 - 2007

CIPD Qualifications - London, United Kingdom

Level 5 Associate Diploma in People Management (Human Resources) - Currently Pursuing

2021 – Present

Certifications

- Certified Advanced Recruiter - NaukriGulf, India
 - Certified Human Resources Manager - American Certification Institute (ACI), USA
 - Certified Human Resources Consultant - American Certification Institute (ACI), USA
 - Certified HR Business Partner - ONQ Hilton University and LinkedIn, USA
 - Certified Tech Recruitment Professional - DevSkiller, USA AND hirist.com, India
 - People Analytics by LinkedIn and Wharton (Coursera)
 - Hire to Retire – Strategy, Implementation, and Operations by SAP
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Honors & Awards

Heritage Recognition Award - Al Naboodah Group Enterprises LLC - Jul 2017

Best Team Member - Hilton Dubai Jumeirah & Hilton Dubai Creek - Apr 2011

Personal Details

Date Of Birth: 03rd June 1984
Location: Dubai, United Arab Emirates
Nationality: Indian
Languages Known: English, Tamil, Hindi
Visa Status: Visit Visa & Available Immediately
Driving License: United Arab Emirates

Declaration

I hereby declare that the above-furnished details are true to the best of my knowledge.

Place: Dubai, UAE

Anwar Jamal