**Career Summary **

# **Siddique**

**HR Manager**

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### Certified Human Resource Management Professional from American Certification Institute and Administration Management Professional having more than 14 years of experience in man power planning, Recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting trainings, developing and implementing disciplinary policies, Payroll, conducting exit interview, Compensation & Benefits, Admin Work. Having Good Communication and interpersonal skills.

**Career Snapshot **

* **HR Manager** (Recruitment, Payroll, Compensation & Benefits)

(Reports to CEO) ***RGM International Group Dubai*** UAE – Contracting Company May 2009- present. (6.5 years)

* **Project & Payroll Officer** -(Report to CFO)

***Higgs & Hill/Bam International*** (Group Co. of Royal Bam Group,

Netherland) Dubai UAE – Contracting Company.

Apr 2007 - Apr 2009. (2 Years)

* **HR Manager** (Report to CEO) **M/s Silver Services Pvt Ltd** – Contracting Company. Jan 2005 - Mar 2007 .(2.25 years)
* ***Payroll Officer*** (Report to Chief Accountant) **Nson’s Group**. Whole Seller- Medical Equipment’s Mar 2001 - Dec 2004. (4 Years)

**Key Skills **

### RECRUITMENT:

* Overall responsibility of man power planning and recruitments
* Coordinating with different Departmental heads for employee requisition.
* Maintaining CV databank (Hard and Soft).
* Advertise the post through appropriate channels
* Screening and short listing of CVs as per the requirement, scheduling interviews.
* Conducting selection tests for the short listed candidates on-line or face to face.
* Coordinating for reference and experience checks after final selection.
* Making negotiation on Salary Package & Placement of offer to the selected candidate.
* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Responsible for drafting all new contracts and employment agreements and all letters including offer, appointment, confirmation, increment, promotion, experience, warning, termination, recommendation and bank letters for all employees as required from time to time.

# **SALARY/PAYROLL:**

### Responsible for payroll data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees using the Wage Protection System (WPS)

* Prepare, monitor and transfer Payroll for Dubai, USA, Kabul & India office staff.
* Verification of monthly Attendance record, over time.
* Cost allocation of Payroll with respect to Project wise.
* Leave approval, Managing Leave record.
* Verification of employees TDS, PF & ensuring for the compliance.
* Co-coordinating with finance department for processing of payments to employees.
* Coordinating with banks for salary transfer.
* Have designed Payroll sheet for calculation of Attendance, Taxes, Loan, Gross & net Payments.

### COMPENSATION & BENEFITS:

* Process Annual leave applications and ticket entitlement of employees
* Prepare and process Annual Leave settlement of employees
* Prepare and process final settlement of employees as per the UAE Labor Law.
* Handle and resolve all queries/issues related to compensation and benefits;
* Prepare and submit regular reports on compensation and benefits and those required by Accounts for funds transfer;
* Ensure that compensation and benefits are integrated into other HR policies: performance management, personnel and career development, recruitment and retention of valuable employees

### PERFORMANCE MANAGEMENT:

* Preparation of guidelines for Performance appraisals.
* Monitor and Control HR Programs Focused on improving Staff Motivation.
* Developing, implementing the performance appraisal system for the company and coordinating it with other line managers.
* Coordination & Administration of the Annual Salary Review Program.
* Increment process for Employees.
* Rating on the performance Appraisals and its consolidated reports.

### ADMINISTRATION:

* Coordinating with IT department, front desk for making arrangement of necessary stationary /Computer/laptop for newly hired staff.
* Coordinating with front desk for ticket & hotel arrangement for new hired employees/guests.
* Coordinating with Office PRO for visa related matters in case of new hired/ visa renewal/ termination of staff.

### OTHER TASKS:

* Developing the induction programs for the new recruits.
* Working out the for Salary package as per Market rate.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Developing the exit process & interviews for the employees.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* Handling the HR Confidential files (Employees files-hard copies & soft copies, Employees Salary Summary Sheet, Employee Information Sheet etc.), review, update and maintain
* Dealing with Medical Insurance Brokers/companies for Staff Health insurance & Annual Renewal on competitive rates.
* Process employees’ health insurance and verify insurance Claims prior to submission to concerned Departments.
* Managing Employees Medical Insurance, & addition/deletion of staff.

**Achievements **

* Settled & Organized the HR & Payroll department for “RGM International Group” Dubai **, set up** **attendance & payroll formats & designed the master sheets**.
* **Developed Company Manual** with Policies like Local Travel/ International Travel policy, Annual Leave Policy, Conveyance policy etc.
* **Recruited all staff** for new establishment of RGM International private limited, **India** including Engineers, Department Heads, and Project Managers, established in 2013.
* Involved in payroll software “FactsSharp” customization as a direct communication person.
* Honest, Loyal, Trust worthy & job performer on time.

**Qualifications **

* MBA - Business Administration & HR – 1st Division. (Jan 2004-Jan 2007)
* CMA-Inter - Institute of Cost and Management Accountants (May 98- Jun 2002)
* Graduation, 1st Division- Double Math’s (Aug 1994 –Feb 1997)

**Professional Trainings **

* **CHRP (Certified Human Resource Professional) from American Certification Institute.**
* HR/Payroll.
* ISO 9000:2008 QMS Awareness Training, for records maintaining. Texas Management 2009, 2013, 2015

**I.T. Skills **

* Microsoft Office Application, Expert in Word, Excel, Power point, Outlook – Certificate.
* Other Packages: Peach Tree / Quick Book/ Metacom / ERP*:*

**Personal Details **

* Date of Birth : 27 August 1976
* Marital Status : Married
* Nationality : Pakistan
* Driving License : Valid UAE license
* Languages Known : Expert in English, Urdu, Hindi, Punjabi and Pashto