Habeeb Hussain Shoeb

Years of experience : 8 years

Educational Qualifications

Master of Science ,California State university, USA

Bachelor of Engineering(OSM)

Career Summary

* More than 8 years of experience in the field of HRM.
* Experienced in man power planning, recruitment, developing performance management system.
* Developing employee welfare programs, identifying training needs and conducting trainings.
* Employee grievance handling,developing and implementing disciplinary policies.
* Ability to manage big projects.
* Ability to access educators and recommend improvements.
* Good consulting and facilitating skills.
* Good understanding of talent development techniques and strategies.
* Strong ability to maintain relationships with vendors.
* Good communication and interpersonal skills.
* Excellent computer skills including MS Word,Excel, Powerpoint etc;

**Employers**

 Apple Inc. USA (July 2007-April 2016)

Roles and Responsibilities

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Overall responsibility of manpower planning and recruitments.
* Developing the induction programs for the new recruits.
* Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure.
* Was responsible for maintaining vendor relations.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Maintaining good internal communication within the company.
* Developing various reports for management, which make it easy to make decisions regarding the current resources.

Computer Knowledge

* **Operating Systems:** Window7,8,Unix
* **Packages:** MS Office
* **Languages:** C, C++, Java, XML, HTML

**Job Seeker First Name / CV No: 302465**

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