**Resume**

**Umair**

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**CAREER SUMMARY:**

An ambitious desire to work in an organization that provides equal opportunities to foster individualistic and professional growth and to serve the organization to the best of my ability, discipline and dedication on the work shouldered.

Over **3** years of varied experience. Goal Oriented. Fully committed and a highly organized professional. Solution driven, excellent recognition towards project implementation, Embrace continuous improvement approaches throughout daily tasks. Thrive in deadline-driven environments. Able to drive profitability improvement through strategic growth, waste elimination, and quality enhancement

**EDUCATIONAL QUALIFICATIONS:**

* Master of Business Administration (MBA) – HR (University: JNTU)
* BSC, Intermediate, S.S.C.

**TECHNICAL QUALIFICATIONS:**

* OS – Windows XP, 2000, Vista.
* Ms Office - word, excel, PowerPoint.
* Languages – C, C++, Java
* HTML
* Photoshop, Dreamweaver

**WORK EXPERIENCE:**

**Current: ASPEN CREATIONS (LLC) December '13 – Present**

**Mahindra & Mahindra Ltd. Hyderabad (June 2012 – September 2013)**

Sr. HR Executive where the company leads in Designing, Architecture, and Carving based on the projects as well as running the chain of restaurants.

**RECRUITMENT**

* Advertising in the portals as well as in concerned job sites for the requirements.
* Conducting walk-in interview for bulk requirements.
* Sourcing the profiles as per the requirement & request from the dept.
* Short-listing the profiles matching with our criteria based on posted ads.
* Taking the preliminary interview through telephone & scheduling for HR round if shortlisted.
* Arranging the required documents for the panel interview for final selection.
* Issuing Offer Letter as well as Appointment Letter based on the process of recruitment.
* Arranging the accommodation and processing for the visa after being hired.

**TRAINING & SOP**

* Introduction about company & its policy implemented from HR.
* Giving detail description to the new staff with respective of their designations.
* Explaining about SOP for the new employees.
* Briefing about the Labor Laws with basic information followed by the company.
* Issuing the training documents & manuals for new employees according to their designation.
* Making the Training & development programs.
* Allocating the new employees to their branches as per the requirement.
* Conducting the SOP test after the training.
* Issuing the training completion letter once training completed.

**VISA PROCESSING**

* Assisting the PRO related to all the Legal works for the employees for their visa stamping.
* Visa processing for the staff in Dubai, Sharjah, Abu Dhabi & Al Ain.
* Scheduling them for Medical, EID & documentation for submission of contracts.
* Arranging of documentation for the submission of Insurance cards, opening of Bank accounts.
* Follow up with the PRO’s for applying new visa as per the requirement.
* Maintaining proper records in HRMS system for the Visa expiry & renewal.
* Arranging the documents for PRO’s respective for the renewal & cancellation of visas.
* Renewal of all the related cards such as EID, Insc, DMC, Labor cards, DAMAN.
* Follow up for all on the online procedure related to visa processing.
* Submission of documents to the courier services for the passport stamping.
* Depositing the visas in airport if any new staff hired from their home countries.

**UNIFORM MAITAINANCE**

* Maintaining all the records for the uniforms of the staff working in all the outlets respective with their designations.
* Scheduling them for the measurement with the tailors once they are appointed.
* Follow up with different tailors for males/females uniforms to get ready & issue them once it is ready and send to respective outlet for the staff working accordingly.
* Order for the fabric with the suppliers and maintain the stock of the fabric as per the requirement for both male & female uniforms.
* Issuing the uniforms for the staff as per the policy & maintain the proper records for our future use.
* Purchasing of the different fabric for the female uniforms as well sending it for the embroidery as per the requirement for the staff with higher designation.
* Maintaining different kind of accessories such as wizar, ghatra, name tag, sandals, shoes for the staff required with respective of their designation.
* Issuing the trainee uniforms to the newly joined staff until they get new uniforms.

**PAYROLL**

* Follow up with all the respective supervisor’s every month for the time sheet for all the staff.
* Updating the time sheet in HRMS system as well as their overtime based on the work done.
* Based on the updating of timesheet processing of salary will be done accordingly.
* Updating all the bank account numbers for the staff as such their salary will be processed in the same every month.
* Issuing the Cash salary for the new staff whose bank account numbers has not been processed.
* Maintain the pay slips & issue them accordingly as such each & every staff has a record that they have received the salary.
* Follow up with the accounts department for the salary cheques as well as for the cash salaries based on the requirement for each month.
* Clearing all the queries for the staff if they have any issue in the salaries related to working hours, deductions, and overtimes.
* Updating all the allowances for the staff such as food bonus, double overtime, paid sick leaves, cash advance deduction every month during pay-roll system.
* Visiting to the bank with messenger as per the requirement to deposit the salary cheques as well to collect the cash salaries depending upon the amount issued.

**HR ADMINISTRATION**

* Follow up with the entire supervisor’s as well as the managers related to issues for the staff on daily bases.
* Arranging the transportation & accommodation for all the new staff after being appointed from their home countries.
* Making the annual leave settlement for the staff going for the leaves after finishing one year as per the policy.
* Maintaining the entire original passports for all the staff & issuing them as per the requirement and even updating in HRMS for our proper records.
* Issuing the Internal memos & circulars for the company based on yearly calendars.
* Booking tickets for the staff who are been appointed through overseas recruitment as well for them who are eligible during annual leave.
* Making the best employee award certificates for the staff every month as per the request-received from the respective outlets.
* Issuing warning letters, penalty letters for the staff who does not follow the company policies.
* Issuing the increment letters for the staff who will renew their visa after finishing first contract.
* Maintaining the records for the staff accommodation is as well taking care for all the issues related to the maintenance.
* Follow up for the employee evaluation report annually & issuing the increment letters as well promoting them based on the reports calculated.
* Maintaining petty cash for daily expenses related to HR department.
* Closing all the invoices with the supplier’s related HR dept. on monthly bases.
* Conduct monthly meeting to review the work process as well update the records to the superior’s for the further process.
* Follow up for all the general works related to employees issues & solve their queries.

**Major Skill:**

* HR-Recruitment
* Training & SOP
* Visa processing
* Uniform Maintenance.
* Payroll
* Hr-Administration
* Database Management of Employees
* PMS Reporting
* Attending & Arranging Training Program in AO
* AO Monthly Visit

**Project Training:**

Title: Job Satisfaction of Employees after ERP Implementation.

Organization: APTRANSCO-HYD

Guide: B. Srinivas (D.E)

**Organizational Abilities:**

Fast Learning Capability with advanced technology

Good Communication & Interpersonal skills

Adaptive to any situation and any environment

Self-Motivated

**Behavioral Abilities:**

Maintain a sense of humor under pressure

Advanced communication and Ethical Interpersonal Skills

Conflict Management and Problem Solving