**US M A N** [**USMAN.326549@2freemail.com**](mailto:USMAN.326549@2freemail.com)

**Areas of Expertise**

 HR Management

 General Management

 Recruitment & Staffing

 Policies & Procedures

 Performance Management

 Training & Development

 Compensation & Benefits

 Succession Planning

 Employee Relations

 Disciplinary & Grievances

 Exit formalities

 Contract Management

 Travel Management

 Insurance Management

 Fleet Management

 Health Insurance Mgmt.,

**FUNCTIONAL SKILLS**

 Claims Management

 Business Phone Management

 Access Control Management

 Vendor Management

 Overseas Purchasing

### Personality Traits

 **Strategic Thinker:**

Proven ability of developing insightful strategies, capitalizing on capabilities and converting potential into opportunities.

###  Change Agent:

Utilizing result-driven approach and growth-centered mind-set to drive positive change in the organizational culture; believes in leading by example.

 **Persuasive Communicator:** Effective articulation ability; can achieve clarity and persuasively secures buy-in and commitment.

Seeking a position of ***HR Head/ General Manager/ Admin Head/Manager.***

**HR & ADMINISTRATION MANAGER WITH A CAREER SPANNING 10+ YEARS**

#### Professional Abridgement:

* Professional with experience in *HR Management, General Management, H.R Operations Management, Organization Development, Training & Development and People Management*.
* Develop professional development programs for company employees and policies & promotion of replacement.
* Focus on results. Effectively identify and resolve problems using creativity and available resources. Tackle tough problems and follow through to satisfactory conclusion.
* Prioritize workload and multi-task; flexible to changing priorities. Direct in approach to discovering information.
* Well versed with the concepts of Recruitment & Selection, Database Management, Reference Checking, Joining / Exit & Clearance Formalities, Business Letters, etc.

#### HR Management:

* Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues).
* Establish and maintain appropriate systems for measuring necessary aspects of HR development.
* Monitor measure and report on HR issues, opportunities and development plans and achievement within agreed formats and timescales.
* Manage and control departmental expenditure within agreed budgets.

#### Administration/ General Management:

* Coordinating with the management and the staff, looking after the requirements of each department and keeping a close watch on all the duties being performed by each department.
* Versatile professional with excellent organizational skills.
* Capable of managing multiple tasks simultaneously and meeting tight timelines.
* Managing budgets of each department.
* Commenced Operation Committee sessions to analyze and resolve various departmental predicament to ensure smooth functioning of the operations
* Giving suggestions to the management on overall functioning of the office.
* Periodic Maintenance Service Contracts for Office equipment’s like telephone systems, photocopier, office elevators etc.
* Keeping a watch on all the office supplies and replenishing the stock with new thing as they run out

#### Overseas Purchasing:

* Sourcing and purchasing of all such raw material, equipment, spares part etc.
* Purchasing Process –PR –PO- Customs clearance-Goods receiving –Claims (Insurance & Warranty)
* Ensure open PO validity both required date and quantity.
* Coordination with Freight forwarders/clearing agents for clearance for all imported items; evaluate and monitor suppliers’ performance.
* Provide & analyze purchasing and spending data; constantly control cost and manages cost reduction initiatives through vendor selections and review.
* Support and closely coordinate internal customer and suppliers.
* Negotiate contracts and pricing agreements.
* Assure and follow up timely delivery all imported items.

**CAREER ACCOUNTABILITIES**

### ALJ Group - Jeddah, Saudi Arabia - HR & Admin Manager (Feb 2005 to Nov 2016)

**Key Result Areas:** *HR Management ~ General Management ~ Recruitment & Staffing ~ Policies & Procedures ~ Performance Management ~ Training & Career Development ~ Employee Empowerment ~ Employee Retention ~ Succession Planning ~ Grievances ~ Counseling ~Disciplinary Procedures ~ Exit Interviews.*

# Accountabilities:

* + Head hunting, Recruitment; Obtaining top management approval for the new appointments, Job descriptions, Employee specifications, Advertise the Job, Screening CV’s, Conducting Interviews, Shortlisting & Selection, Reference verifications, Employment offers, Induction, In-house Training, maintaining a safe and secure work environment and developing personal growth opportunities.
  + Scheduling work assignments, setting priorities, and directing the work of subordinate employees.
  + Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
  + Managing Performance Appraisal. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching and counseling.
  + Identifies staff development and training needs and ensures that training is obtained.
  + Ensures proper employee relations and conditions of employment are maintained.
  + Establishing and implementing policies and procedures.
  + Responds to inquiries regarding policies, procedures, and programs.
  + Advises management in appropriate resolution of employee relations issues.
  + Administers benefits programs such as health Insurance, vacation, sick leave and employee assistance.
  + Develops and maintains a human resources system that meets top management information.
  + Conducts wage surveys within labor market to determine competitive C&B.
  + Prepares budget of human resources operations.
  + Employee empowerment, retention and succession planning.
  + Negotiate with agencies prior signing contracts and using more effective methods with less cost.
  + Approving department staff vacation requests and various payments.
  + Managing Disciplinary & Grievances in a very confidential & professional way.
  + Exit Interviews
  + Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.
  + Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances
  + Medical Insurance, Reimbursement of Medical Claims, Vehicle Insurance, Claims, Marine Insurance, Fidelity Insurance, Money Insurance, PAR Insurance & CAR Insurance.
  + Authorized personnel for the Telecom, Insurance Companies/Brokers, Hotels and Travel Companies.

**PREVIOUS EMPLOYMENT**

* + **Banaemah Trading - Jeddah,** as Overseas Purchaser (Jan 2000 – Jan 2005)
  + **Sadaka Saddik Sindi Est., Jeddah,** as Office Manager (Mar 1996 – Dec 1999)

**EDUCATION**

# MBA (Human Resource), Bharathiyar University, Tamil Nadu, India (Attested by UAE & Qatar Embassies, New Delhi, India, UAE Foreign Ministry, Dubai, UAE, & Apostille/Ministry of External Affairs, Government of India, New Delhi, India)

* + **BA (English Language & Literature),** University of Calicut, Kerala, India.

**COMPUTER PROFICIENCY**

* + MS Windows, MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Outlook, Eudora etc.

**PERSONAL INFORMATION**

* + Date of birth: 21 Mar 1975
  + Languages known: English, Arabic, Hindi, Malayalam (Native)
  + ***Preferred Locations: UAE/ Qatar/ Bahrain/ Oman/ Kuwait/Singapore/India***
  + **References can be furnished upon request**