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**Faraz**

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 **CAREER OBJECTIVE:**

Presently seeking a felicitous position in Human Resources department with an organization of repute.

**CAREER PROFILE/SKILLS:**

* **Master of Business Administration** in Human Resource with over **5 years of experience** l in **Hospitality/Hotel,** Recruitment and Oil & Gas Industry.
* Experience in handling Recruitment operation – Sourcing to On-boarding; Induction; Performance Management; Payrolls; Welfare; General Administration; handling job portals, handling company intranet and modern HR system.
* Proficient in managing recruitment process including sourcing, screening and short-listing candidate.
* A person with strong communication skills (verbal, Listening and Writing), decision making skills, Integrity, adaptability, interpersonal skills, problem solving, planning, presentation, innovative, time management, pro-active, multitasking, detail oriented, reliable and people management. skills.
* Basic understanding of **SAP-HR**, **Oasys software** and good computer skills (Especially MS Excel).

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Swiss-belhotel Doha**

(One of the leading hotels in Doha and top hotel in Indonesia

 from last six years)

**Tenure:**  April 2015 – Present

**Designations:** **Assistant HR Manager (Managed a team of three colleagues)**

**Responsibilities:**

* ­­Managing a team of three colleagues and an active member of ethical committee.
* Managing full cycle of the recruitment and selection process for the organization by using creative talent sourcing strategies.
* Managing staff development activities and providing one point of contact for all HR issues and initiatives.
* Maintain a high level of effectiveness communication throughout the hotel and manage legal and compliance practices.
* Encourage a good standard of employee conduct and manage employee progressive discipline process.
* Managing Employees compensation strategy.
* Managing employee relation & Compensation issues, joining formalities, Induction, exit formalities, exit interviews, F&F settlement, attendance management, Leave management and other HR generalist Activities.

**Achievements:**

* Started GMRT for better communication among bottom level colleagues and top management.

**Organization:** **Cape East Doha**

 Cape east is a U.K based MNC with more than 18,000 employees.

 It deals in oil and gas sector.

**Tenure:**  October 2014- January 2015

**Designations:** HR Coordinator

**Responsibilities:**

* Handling complete Recruitment and mobilization process. I was responsible for handling Job portal (bayt.com)
* Communicating with consultants, maintaining recruitment tracker, prepare recruitment reports for top managers.
* Handling Performance Appraisal system, preparation of employment contract and HR Induction of new employees.

**Organization:** **Rotana Hospitality Management Company**

(A chain of leading 4-star & 5-star Hotel in middle east)

**Tenure:**  March 2014 –Sept 2014

**Designations:** HR Secretary

**Responsibilities:**

* Handling HRIS (OASYS) for creating New Employee, updating various documents, Updating Leaves & Sick Leaves.
* Handling Insight Rotana (Online system for keeping employees updated about company).
* Handling Joining formalities and Full and Final Settlement.
* Handling Residence Visa, Arrival Intimation, visa renewal, Medicals, Food Handler's Medical
* Preparing monthly turn over and manning report. Maintaining Visa and LPO Trackers and purchasing air tickets.

**Organization:** Hiring Point

(It is a growing recruitment consultancy)

**Tenure:**  January 2010 – Feb 2014

**Designations:** Sr. HR Executive

**Responsibilities:**

* Developing a good understanding of client companies, their industry, what they do and their work culture and environment.
* Advertising vacancies appropriately by drafting and placing adverts in a wide range of media.
* Headhunting - identifying and approaching suitable candidates who may already be in work.
* Receiving and reviewing applications, managing interviews and creating a shortlist of candidates.
* Briefing the candidate about the responsibilities, salary and benefits of the job in question.
* Preparing CVs and correspondence to forward to clients in respect of suitable applicants.
* Organizing interviews for candidates as requested by the client.
* Informing candidates about the results of their interviews.

**ACADEMIC EDUCATION:**

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| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration (HR) | Amity Business School, Amity University | 2009 |
| Bachelor of Business Administration | MDU, Rohtak  | 2006 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **English Language** Fluent in reading, writing and speaking English.
* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, VLOOKUP, HLOOKUP, rules)

**PERSONAL INFORMATION:**

**Nationality** :Indian

**Religion**  : Islam