RESUME

**SAFEER**

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**H.R Management & Admin 3Yrs @ a reputed Org in UAE & 6 Years Total Work Experience / MBA Post Graduate with Valid UAE Driving License & Car**

**Location: Sharjah, United Arab Emirates**

**Employment visa cancellation in progress**

**Ready to join immediately.**

**RESUME BREIF**

I am a three years experienced HR Manager, with the practical experience in Human Resources exploitation for the enhancement of the company and excellent negotiation skills which yielded for an improved yearly budget without lessening the Management-Employee relationship. Work experience & challenges yielded from various jobs and my MBA post-graduation on H.R.M made my career of being an HR Manager a complete package.

Education: GRADUATE BSc / Pursuing MBA

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| --- | --- | --- | --- |
| **Examination** | **University** | **Year** | **Score** |
| **MBA (H.R)** | **M.S University** | **2017** | **70%** |
| **GRADUATION** | **BANGALORE** | **2011** | **65%** |
| **UNDER GRADUATION** | **Kerala University** | **2005** | **68%** |
| **SSLC** | **Kerala University** | **2002** | **82%** |

**Professional Experience: 3.6 Yrs as H.R Manager and Admin + 2.6 Yrs as Customer Service Executive**

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| **Company Name** | **Designation** | **Duration** | **IN** | **OUT** |
| **Bait Al Amwaj Technical Services LLC** | **H.R Manager** | **3 Years** | **2014** | **2017** |
| **SUTHERLAND – INDIA** | **H.R Assistant** | **6 Months** | **2013** | **2013** |
| **HEIWLET PAKKARD (*hp)*** | **IT SERVICE DESK** | **6 Months** | **2012** | **2013** |
| **ACCENTURE – INDIA** | **TSR** | **11 Months** | **2012** | **2012** |
| **HINDUJA GLOBAL-** | **TSR** | **1.9Yrs** | **2009** | **2012** |

Computer Skills

* **Well versed with : MS Excel, MS Word, MS PowerPoint, CRM TOOL(Customer Relation Management), PC troubleshooting, PC Hardware, Social Media Marketing, Online Data Entry, Online Survey Management, HRM Portal operations, MS Outlook expert, Adobe After Effects, Good Typing skills-35 WPM, Online Test & Assessments, Online Quality Analysis, Online Training& Tutorial, an advanced computer and app user,**

Current Organization Roles & Responsibility:

# Publish Vacancies

# Employ Recruitments\ Assessment and selection

# HRM Human Resources Management & people management overall

# On job Performance & Discipline management of Employee

# Public Relations Officer

# Employ Attendance, overtime, bonus, incentives, Salary & Payments

# Employ Medical Insurance

# Daily Staff MIS (Managing Information System)

**PROFESSIONAL DESCRIPTION**

**RECRUTEMENT: -**

Did 100% productive staff hiring by studying the skills for required post, preparing appropriate Job Ads, Posting Ads & Following up

Did excellent benchmarking of CV's through proper Screening & Short Listing, Scheduling interviews, Assessment and selection of appropriate

Accomplished proper Recruitments for each department through Pre-employment screening

Achieved financial growth by Negotiating package as per project annual budget.

Successfully managed all Dispute arbitration for both hiring & Termination

Gained 100% employ knowledgebase campaigns on Company T&C, policy Coaching & Compliance Training to Newly hired staffs

Conducted friendly and informative Onboarding process to provide assets & IDs access related to new staffs

**HRM Human Resources Management: -**

Excelled in Screening and hiring the most appropriate ones only for to be a good asset for the origination by understanding the character of the departments & skill needs.

Resolved all employee queries & requests by answering calls from staff, scheduling meetings & processing needful by achieving high Employee satisfaction

Always taken responsibility for the attrition level or early quitting of the hired staff

Bared Responsibility for the bad performance of the hired staff until end of training period

Administered to employee report and daily sign off at work to ensure Employee engagement

Contributed for the Budgeting and fiscal control by achieving the yearly financial target savings by managing the Human Resources properly to up to 27% on 2nd year and 9.% on 3rd year

**Performance & Discipline:-**

Attained company Ethics by Updating and implementation of the company policies, rules & regulations, performance management, disciplinary procedure etc

Sorted out time to time grievances by implementing disciplinary procedures

Dealt with the counseling and Behavioral interviews on escalated cases from department Managers related to staffs under performance for Employee retention

Done Performance appraisal/evaluation, Performance improvement and Performance management

Advised employment laws to employee when it comes to hiring, firing, remuneration, handling grievance, etc.

Managed booking transportation and daily itinerary for onsite visiting staffs accommodation arrangements etc

**Public Relations Officer:-**

Managed employee Immigration procedures by assigning & Follow up with PRO for Visa Quota & other Labor Immigration procedures for new Visa, Visa renewals & Visa Cancellations.

Identified the time to time expiry dates appropriately and prepare needful report and collect needful documents in order to overcome delays.

Communicated effectively between PRO , Employee and Management to maintain a Smooth and perfect Immigration processing.

**Salary & Payments:-**

Approves employ’s Roster, mark attendance, calculates employee's absence/verify sick leave & send Payroll to remunerate

Prepares monthly salary payment data as per the attendance of staff & send to Finance for WPS Procedures

Executed employee pay by proper calculation & annual vacation.

Undertaken request of salary reviews

Managed Compensation analysis and Pension administration on exit interviews

**Medical Insurance:-**

Follows up on medical terms to insure Medical insurance,

Accepts medical bills from staff & claim & escalations

**MIS:-**

Does HR related Database management daily, weekly and monthly

Keeps personal records & details of all employees documented accurately & updated in the system

Generated emails to staffs for notification & confirmation of various events and alerts

Announcements and alerts were send to staffs regarding the development of the organizations to bind them as one team one media