To

The HOD – HR

Dear Sir/Madam

Sub: Seeking opportunity for Midlevel HR position at your Organization.

As a Human resource professional with around 3 years of experience in different Business and service industries, one of my primary goals have been to implement and develop the human resource across any industry and my greatest strengths are Talent development, people management, Employee relations and HR Operations.

I have started my professional career as Trainee – HR & CSR joined in Hindustan Unilever Ltd and my last assignment with TATA Business Services as HR Officer. I have advanced my career through different work cultures, which has increased people skills, process knowledge of HR Operations, Talent Development Management, Training, Employee Relations and given opportunity to accept challenging roles.

I am enthusiastic and results oriented HR professional. Always believe in learning and development and career growth. I am most interested in a position that offers additional opportunities for advancement, and ability to use my rich mix of skills.

If you believe my qualifications and experiences would greatly contribute your organization goals, I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in detail.

MOHAMMAD

MOHAMMAD.371565@2freemail.com

**Career Objective**

To pursue a challenging career that is subsumed to a steep learning curve and can offer consistent professional growth. In the long term to attain a position of responsibility that will allow me to take major decisions in my field of expertise to meet the organization’s goal and growth.

**SKILL MATRIX**

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| **Functional Skills*** Recruitment & Staffing
* Induction
* Training & Development
* Payroll Management
* Employee Relations
* HR Administration
 | **Behavioral Skills*** Good Communicator with Coordination skills
* Good Initiator & Team player
* Business Analytics
* Problem Solving skills
* Results Driven abilities
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**PROFESSIONAL SPEHERE**

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| **Organization** | **Employment Details** | **Key Result Areas** |
| **Tata Business Support Services** | HR OfficerOct’ 2015 to Jun’ 2017 | * Recruitment for 3 business units – Pune, Mumbai & Baroda
* Development of Talent channel & Strategies
* Joining & Orientation process – ISO compliance
* Employee Database Management & Relations
* Employee Exit Management
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| **Work Force Asia** | HR Analyst Sept’ 2014 to Oct’ 2015 | * End to End IT Recruitment model
* Reference /BGV process Owner
* HR MIS
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| **Hindustan Unilever Limited** | Trainee – HR & CSRMar’ 2013 to Sept’ 2014 | * Time Office Management & Employee Personnel Records Management
* Employee Coordinator
* CSR Coordination – Street Plays, HIV Awareness, Puppet Shows
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**key deliverables**

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| **Talent Acquisition** | **Recruitment:*** Sourcing General & Lateral positions for TATA Business Support, TATA Communications and TATA Motors.
* Pooling &Sourcing the profiles through – **Data Base Management, Job Portals, Vendors,**

 **Social Networks, Cold Callings, Emp Referrals, Campus Drives & Advertisements**.* Responsible for **Final Screening** and Sharing to Functional Heads.
* Coordination with Functional Team and other Recruitment team for recruitment status development
* Handled **Permanent Staffing, Contract Hiring and Contract to hire**.
* Expertise in handling Mass Volume, High End and Critical Requirements in Internal,

 Outsourced and Project based requirements.* Recruitment **Vendor Agreements and Vendor Management**
* Organize and Coordinate Selection Process
* Responsible for Salary Negotiations and Offer Release to Selected Candidates.
* Prepare and update **Job Descriptions** for New & Open Positions.
* Coordinate and Complete the Back Ground Verifications.
* Analysis of Recruitment Sources, TAT, Cost Analysis.

**Induction*** Conduct Induction Training to New Hires
* Explain and Brief about Company Policies, Procedures, Code of Conduct, Culture, Grievance Redressal Procedure and Safety Measures
* Complete the Joining Formalities.
* Collect the nominations, relevant documents as ISO Check list.
* Collect and Analyze Feedback of New Hires.
* Develop the Well Mixed Induction System for All Verticals in Organization
* Train the Employees on Culture Development, Basic Discipline &Time Management.
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| **Training & Development** | * Assisted **Annual Training Plan – Agenda – Calendar**
* Circulated and Coordinated with Functional & Line Managers and all Business Units.
* Assisted the HODs’ to identify and nominate the Candidates for Training Programs.
* Identified and Coordinated with Trainers.
* Organized and **Scheduled the Training Programs** as per plan
* Maintained and updated the Training Files
* Collection of **Training Feedback and Evaluate** Execution of Training Programs
* Periodical Evaluation of Training programs in coordination with HODs’.
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| **Employee Relations** | * Handling employee grievances and resolving the issues on priority.
* Resolving Conflicts, employment issues & payroll grievances
* Assisting HOD in disciplinary matters, employee counseling sessions & absenteeism control
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| **Payroll** **Process** | * Collecting, Compiling and Validating the Time Sheets/Attendance details for all the employees
* Verifying and approving Outsourced staff Time sheets
* Leave updations and leave management of all employees.
* Asst Payroll team in providing the payroll inputs for processing the payroll
* Asst in Employee Exit/Full and Final settlement process – Collection of No-Dues clearance, Employee Correspondence.
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| **HR Operations &****Administration** | * Arrangement of Bank Accounts to New Employees.
* Processing Leaves requests & Leave Management
* Processing Salary advances, loan requests and arranging as per policy guidelines
* Maintaining Employee Personnel File Management
* Preparing Employment letters – Offer, Appointment, Salary revisions, Appraisals, Disciplinary letters and Exit letters.
* Management of Manpower Vendors, Admin Vendors – Verification of details, bill processing, resolving discrepancies, agreements and amendment.
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**ACADEMICS & CERTIFICATIONS**

* MSW (Master in Social Work) – HRM & LW – Bharati Vidyapeeth University, Pune
* B.A (English) – Arts & Science College, Indapur
* HSC-Arts & Science College, Indapur

**LEARNING & DEVELOPMENT**

* **Core HR – IR** Training for 3 months from **HR Champions,** Hyderabad
* **UAE Labour Laws – 3 months training program from HR Champions**

**personal spheRe**

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| Date of Birth | November 29, 1988 |
| Gender | Male |
| Nationality | Indian |
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