

**MUZIB**

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**Human Resources Management and Administration**

11+ years of rich hands-on experience in the UAE and India

* Versatile resourceful accomplished postgraduate in human resources development with extensive experience in human resources management, personnel and administration, recruitment, employee engagement and training and development.
* Experienced in leading the HR and administration function in diverse business verticals including services – QSR chain and manufacturing – equipment and auto components.
* Capable of developing and implementing HR processes, policies and procedures based on industry best practices facilitating achievement of corporate business objectives.
* Experienced in driving substantial improvements in performance and productivity through learning and development programs and utilizing tools like 5S, 6S, 3M, kaizen.
* Proactive, achievement driven professional seeking a leadership position to utilize acquired skills and knowledge and deliver outstanding results aligned to corporate goals and objectives.

**Key Skills**

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| --- | --- | --- |
| * Human Resources Management | * Human Capital Development | * Recruitment and Hiring |
| * Manpower Planning and Budgeting | * Employee Engagement | * Salary and Wage Administration |
| * Organization Restructuring | * HR Processes and Procedures | * Learning and Development |
| * Continual Improvement Programs | * Statutory Compliance | * Teambuilding and Leadership |

**Professional Experience**

**Manager – Human Resources** (April 2015 to date)

Bukhowa Investments LLC (YYT Food Corporation LLC), Dubai, UAE

**Profile:** Bukhowa Investments LLC has an active presence in the QSR sector in the MENA region with franchises of leading international brands like Vanellis, Pad Thai, Tiki Ming, Teriyaki and Al Mangal in the UAE, Bahrain and Qatar. <http://www.yytfoodcorp.com/>

**Highlights:**

* Implemented an effective learning and development program to deliver 8 man-days of training on the average per person per year.
* Played a key role in transforming the organization from a family business to a corporate governance model and drove initiatives to achieve cultural change in the organization.
* Achieved a hit rate of 95% for recruitment of competent personnel for critical roles.
* Participated in developing and implementing policies and standard operating procedures (SOP) for various business processes.
* Implemented the company’s HR processes, policies and procedures in Bahrain and Qatar operations.

**Key Responsibilities:**

* Report to the CEO and provide overall HR support from the corporate office in Dubai for operations of the company in UAE, Qatar and Bahrain.
* Coordinate and manage the process of assessment of manpower needs and on time recruitment of suitable personnel across all levels from service crew to management executives.
* Manage the process of formulation of manpower forecasts, manpower plans and budgets and administer plans and budgets assuring optimum utilization of resources.
* Deal with all aspects of payroll and salary administration including wage negotiation, wage fixation and reviews as well as on time preparation of monthly payrolls.
* Coordinate with operations team to identify training needs of employees and organize various training programs including basic food hygiene and supervisory skills along with induction and orientation of new employees.
* Lead the development, implementation and updating of all HR policies and procedures based on industry best practices.
* Monitor and support the Public Relations Officer (PRO) in managing government relations for obtaining various types of work permits and visas for expatriate employees.
* Participate in retracting and alignment of the organization in order to improve operational efficiency, productivity and reduce costs.
* Coordinate periodic performance appraisals of employees and administer performance improvement plans (PIP) to enhance overall organizational performance and administration.
* Administer the company’s disciplinary process including investigation, interviews and follow up action as per approved policy and procedures.
* Supervise provision of various facilities to employees including transportation and housing and ensure prompt resolution of employee grievances and issues.
* Support the top management of the company through active participation in key decision making processes facilitating achievement of business objectives.

**Deputy Manager – Human Resources** (February 2008 – June 2014)

Weir Minerals India Pvt Ltd, Bangalore, India

**Profile:** Weir Minerals India offers a range of mineral processing and slurry transportation solutions, serving the mining, minerals, coal, sand and aggregate industries. <https://www.global.weir/india/>

**Highlights:**

* Executed key strategic initiatives including introduction of new benefit schemes and review and revision of existing HR policies and procedures.

**Key Responsibilities:**

* Reported to the Director HR and Business Head and contributed to the formulation of the 5-year human capital strategic plan and conducted annual reviews to align the HR strategy to the overall corporate business strategy.
* Managed end-to-end process of the recruitment cycle from headcount forecasting and budgeting through justification of recruitment, finalization of job descriptions, interviewing and psychometric testing of shortlisted candidates, reference checks to wage negotiations and job offers.
* Coordinated the performance management process including half yearly KRA review and feedback, annual individual performance appraisals and feedback on performance improvement targets.
* Participated in identification of critical business roles and coordinated programs to enhance performance to the next level including multiskilling and multitasking initiatives.
* Conducted training needs analysis through mapping of personal business objectives, success factors and weaknesses of employees and compiled common training needs based on KRAs and PASs.
* Developed annual training calendar and budgets, obtained management approval and coordinated end-to-end training delivery process including nominations to Weir Group training programs as well as identification external training agencies and programs, nominations of participants to documentation of training feedback.
* Participated in identification of high potential employees, preparation of development plans, succession planning, monitoring of behaviors and performance of successors with periodic feedback.
* Served as a lead trainer for safety induction and training of employees across all units of Weir Minerals India (2008-2012)
* Organized various meetings including monthly communication meetings, weekly kaizen meetings, periodic team and shop floor meetings and sales conferences.
* Executed employee engagement programs like employee birthday celebrations, employee welcome and farewell ceremonies and team outings and reward and recognition events including 6S awards, employee suggestion scheme awards, special appreciation for achieving on time deliveries (OTD) and completion of large and critical business orders.
* Dealt with salary and payroll administration as well as free and fair implementation of employee benefits.

**Officer – Personnel and Administration** (July 2006 – February 2008)

SLD Auto – a unit of Sandhar Technologies Ltd, Gurgaon, India

**Profile:** Sandhar Technologies is a leading manufacturer and supplier of auto components <http://www.sandhargroup.com/>

**Key Responsibilities:**

* Managed all HR activities of the unit and implemented programs for enhancing shop floor work culture such as 5S, 3M and kaizen along with cost control programs.
* Dealt with all aspects of employee attendance and leave as well as wage and salary administration adhering to applicable company policies and procedures.
* Looked after manpower planning of various departments and coordinated selection, recruitment, hiring and induction of employees.
* Handled all matters related to employee discipline including investigation and hearing of cases and disposal as per company and statutory norms.
* Coordinated performance appraisals of employees, identification of training needs and delivery of appropriate training programs.
* Supervised employment welfare activities including management of the company canteen and resolution of employee grievances and issues.

**Education**

* **Master of Social Work (MSW) – Human Resources Development, Mangalore University, April -2006.**
* **Bachelor of Arts (BA)**, **Mangalore University, April -2004.**

**Professional Development**

**CERTIFICATIONS:**

* Title of Certification, Name of Institute/Organization, Month Year
* Certificate of Excellence on **Compensation and Benefit Strategies** from IHRD Bangalore
* Certificate in Professional Training on **Train the Trainer** from NWT – New Delhi

**TRAINING COURSES AND WORKSHOPS:**

* Topic of Training/Workshop/Seminar, Name of Institute/Organization, Month Year
* Attended training on Internal Auditor on ISO 9000 -2008

**MEMBERSHIPS:**

* Type of Membership, Name of Institute/Organization, Month Year
* Active Membership in Karnataka HRD Forum

**Personal Details**

* Nationality: India
* Date of Birth: 16 June 1983
* Marital Status: Married
* Hobbies and Interests: Watching Movies, Team outing with Friends.
* Languages: English, Hindi, Kannada, Malayalam, Tulu, basic Arabic

**Notice Period Required**: 30 days

Sd/-

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