** SHABBIR**

**Email**: [shabbir.381823@2freemail.com](mailto:shabbir.381823@2freemail.com)

**Objective**

To pursue a growth oriented career in HR with a progressive company that provide a scope to apply my knowledge and skills that would help me contribute my best to the organization.

**Skills/Competencies Developed:**

**2+ yrs. Qualitative Experience in HR with premier companies in India.**

* A well-organized **individual contributor in End-to-End HR functions.**
* **Supporting and managing the management as Associate HR.**
* Strong experience in HR generalist activities**.**
* Proficient with Microsoft Office, Excel, Outlook.
* Experience of working in fast paced high-pressure environment.
* An effective good communication skills and interpersonal skills.
* Hands-on experience in **Man power Management, Team Building, Team Management, Vendor Management, Training & Development and Grievance Handling**.
* Excellent track record of HR Operations for **Permanent, Contractual & Contract to reduce manpower** attrition.

**Professional Experience**

Worked as **Associate HR in Metro Cash &Carry india.pvt.ltd** from April 2017 to December 2017.

Worked as **Assistant HR in Avenue Super marts Ltd (D-Mart)** from November 2015 to March 2017.

**Roles and Responsibilities:**

* Operating Value Moves, Attendance management System (AMS), Employee Self Service (ESS) & MIS.
* Answering a multiline telephone system.
* Updating various Excel spreadsheets for employee benefits and various companies’ related spreadsheets.
* Process new employees through the company orientation program which includes company rules, regulation, culture, etc.
* Maintaining personal files of employees and documentation.
* Coordinating bankers for opening new joined bank accounts.
* Handling leave records and attendance in system with the HR manager.
* Explaining the policies, procedures, benefits, and what will be expected from them as new employees.
* Making sure that every employee is aware of safety procedures before they start work at the facility.
* Processed the weekly garnishments and payroll deductions.
* Conducting employee engagement activities.
* Generating ESI numbers.
* Handled Full and Final Settlements and Exit Formalities.

**Achievements**

* Won the regional best HR in 2017.
* Reduce attrition from 16% to 3%.
* Developed an absolute transparent culture among the employees and HR.

**One month project work:**

* One month project at CCL (Continental Coffee Ltd) in the field of HR on the topic “Training and development”.
* Participated in motivational training.
* New employee induction training.

**Education**

**MBA in HR & Marketing** from JNTUK in 2015.

**B.Sc. Computers and Electronics** from Acharya Nagarjuna University in 2013

**Technical Skills**

* Certified in Diploma In Computer Applications.
* MS Office.

**Personal Details**

Date of Birth : 06-03-1992

Gender : Male

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

Languages Known : English, Hindi, Urdu & Telugu.