**RIZWIE**

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**Excel in the field of Human Resources Management of a reputed organization by accepting challenging and rewarding career while actively contributing to achieve corporate short and medium term goals.**

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with **10+ years in Qatar, over-all 19 years** of rich & extensive experience in all aspect of Human Resources, (Recruitment , Compensation & benefit, Performance Management, Talent Management & Staff relation) working in a large organization in Qatar with Solid exposure in managing high volumes whilst working in a high demand environment.
* Developing and implementing new HR / administrative systems, policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
* Develop organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
* An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities.

 **CORE COMPETENCIES**

* ERP Implementation – Microsoft Dynamics GP.
* Recruitment Specialist.
* Compensation and Benefits Management & HR Management system.
* Planning, organizing, and implementing Office Administrative & Human Resources systems.

 **EXPERIENCE SUMMARY**

**COMPANY DESIGNATION PERIOD**

ADVANCED PIPES & CAST WLL (APC) MANAGER- HR & ADMIN DEC-14 – MAY-15

SHARAKA HOLDINGS GROUP SENIOR HR & ADMIN OFFICER AUG-10 – OCT-14

SHARAKA HOLDINGS GROUP HR & PAYROLL OFFICER MAY-06 – AUG-10

NOLIMIT ACCOUNTS & HR PAYROLL EXECUTIVE JAN-04 – MAY-06

NOLIMIT ACCOUNTS EXECUTIVE MAR-99 – DEC-03

SRILANKAN CATERING LIMITED ACCOUNTS ASSISTANT JAN-97 – JAN-99

 **ORGANIZATIONAL EXPERIENCE**

***Achievements***

* Successfully Implemented Microsoft Dynamics GP- ERP HR system.
* Successfully introduced and implemented HR Policies & Procedures throughout the group.
* Recruit more than thousand employees in a calendar year for 2015 and 2016.
* Verify and Process two thousand five hundred employees’ monthly payroll and four hundred WPS files.
* Process more than four hundred staffs exits interviews and resignation, termination formalities in a year.
* Yearly process more than two thousand employees’ performance management evaluation along with compensation and benefit changes.
* Yearly process more than thousand two hundred employees’ medical insurance benefits and cards.

**Key Responsibilities**

**Policies & Procedures:**

* Review and update all HR policies and procedures on an annual basis,
* Ensure HR policies comply with state of Qatar statutory requirements,
* Monitor “Best Practice” to meet Sharaka Holdings requirements through ongoing development and review of all HR policies and procedures,

**Recruitment & Selection:**

* Manage the recruitment process ensuring candidates joining Sharaka Holdings fit the job they have been recruited for,
* Ensure probation reviews are conduct at 90 and 180 days, and asses suitability for permanent employment,
* Liaising with the recruitment agents (overseas) effectively ensuring that the recruitment contracts are in place and the legal requirements are fulfilled.
* Identify the company’s staffing needs and develop policies and procedures to ensure that the required numbers and types of staff are recruited within agreed budgets to meet operational requirements,
* Develop, implement and monitor all required human resource procedures relating to staff terms and conditions of employment to ensure that the company complies with the legal requirements and best practice,

**Compensation & Benefit:**

* Proactively maintain Sharaka Holdings competitiveness within the industry sectors by ongoing research into remuneration trends and practices; Monitor Sharaka Holdings competitiveness in relation to those trends and make recommendation to address any significant deviation from the Group’s competitive position,
* Develop, implement and maintain a total reward policy incorporating employee benefits, salary structures, bonus payments, recognition and reward,
* Identifying and implementing opportunities for improvement to existing processes and procedures of compensation as per the Qatar Labour Law and for employee welfare,
* Monitors the effectiveness of existing compensation policies, guidelines and procedures; recommending plan revision as well as new plans that are cost-effective and consistent with compensation trends and corporate objectives; coordinates implementation and provides guidance to corporate staff,
* Maintaining salary grade system, including periodic evaluation of levels/grades used,

**Job Description, Job evaluation and Analysis:**

* Manage the development of job description for all new positions within the organization, Analyzing the skills and results required in conjunction with hiring managers,
* Provide expertise in the area of Job Analysis and Job Evaluation to establish position in the pay and grading structure of the Group,
* Proactive maintenance and revision of Sharaka Holdings Job Description on an annual basis in conjunction with job holders and line managers,

**Budget & Cost Management:**

* Develop HR financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances,
* Drive HR related cost savings through strict management of the HR budget,
* Annual budget preparation, scheduling expenditures, monitoring costs and analyzing variances,

**Performance Management:**

* Manage the Human Resource performance management process,
* Ensure all employees are informed of and trained in the form of the performance management policy and system,
* Conducts need assessment to determine measures required to enhance employee job performance and overall corporate performance,

**Talent Management:**

* Prepares employees for assignments by establishing and conducting training programs. This include Conducting training sessions in conjunction with line managers, administering on the job training programs, evaluating the effectiveness of training programs and maintaining records of employee participation in all training & development.
* Asses relevant training needs for employees in consultation with department heads, including assessment methods and measurement systems,
* Develop implement and manage training agenda in line with business requirements,

**Employee Relation:**

* Working closely with various departments, increasingly in a consultancy role, assisting other managers to understand and implement policies and procedures. Such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management and promoting equality and diversity as part of the culture of the organization,
* Ensure exit interviews are conducted for all staff leaving Sharaka Holdings,
* Maintains and supervise daily activities of holiday’s process, labour coordination, accommodation arrangement, and business trip including hotel & travel arrangement and administering employee records,

**Office & Facility Administration:**

* Verify and process pertinent documents renewal such as company registration, trade license and signature card, under the compliance of municipality and fire department.
* Minimize the risk associated with vehicle investment, improving efficiency, productivity and reducing their overall transportation and staff costs, compliance with laws and regulations.
* Oversee all office facilities, Staff recreational facilities, Staff accommodations / camps and implement proper welfare facilities.

**PRO Office Management:**

* Verify and process pertinent documents in reference to the criteria of immigration office, ministry of labor, government offices, ministry of foreign affairs in compliance with the laws and regulations,
* Ensure and process all pending applications for employment visa, business visa, residence visa, exit permits or driving license,
* Manage and keep records of personnel visas, labor cards and other important documents,

 **PREVIOUS WORK EXPERIENCE**

**Company Profile**: **ADVANCED PIPES & CAST WLL** is a joint venture between Aamal Company – Qatar and Lokma Group – Saudi Arabia, It has work force of 180 employees consist 20 staff members.

**Since Dec’ 2014 to May’ 2015 with Advanced Pipes & Cast wll as Manager – HR & Administration**

**Company Profile**: **NOLIMIT** is the biggest retail fashion chain company in Sri Lanka, having 25 branches island wide. It has work force of over 2000 employees consist 250 staff members.

**Since Mar’ 1999 to May’ 2006 with NOLIMIT, Sri Lanka as Accounts and HR Payroll Executive**

**Company Profile**: **SriLankan Catering** **Limited** is the sole airline caterer in Sri Lanka. Its hub is at Bandaranaike International Airport where it provides services for many of the world's finest airlines,

**Jan’ 1997 to Jan’ 1999 with SriLankan Catering Limited, Sri Lanka as Accounts Assistant**

 **EDUCATIONAL QUALIFICATIONS**

* Exempted from Bachelor of Management Studies Degree – Open University of Sri Lanka.
* Finalist- Certified Management Accountants of Sri Lanka.
* Finalist - Professional Qualification in Human Resource Management.

 **OTHER QUALIFICATION & TRAINING INCLUDING AWARDS**

* Being awarded as **“Best productive staff of the year 2001”.**
* Attend the soft skills training for **Leadership skills**, **Time Management**, **Communication skills, Negotiation skills**, **Presentation Skills and Motivation Skills** by **Sharaka Holdings.**

 **SKILLS**

* Fluent in English, Tamil and Sinhalese, communicate Hindi thoroughly, Arabic, Tagalong intermediate.
* An Analytical mind with time management and multi tasking skills.

 **PERSONAL DETAILS**

* DOB / Civil Status : 06th February 1977 / Married
* Driving License : Valid Sri Lanka & Qatar
* Religion / Gender : Islam / Male