

DEPUTY MANAGER HR&ADMINISTRATION

Resume Sample www.timesresumes.com

PHOTO

DEPUTY MANAGER - HR / ADMINISTRATION / EMPLOYEE WELFARE / PAYROLL

Deputy Manager - Human Resources Management & Administration, with overall 22 years work experience, that includes 14+ years in Human Resource Management, Administration, Payroll Management, Sourcing & Recruitment, Employee Welfare, Invoicing & Payment, Logistics, Material Management & Procurement. Conversant with Qatar/GCC Labor Laws, Immigration, Visa & Banking Regulations. **Seeking a position Senior Manager HR and Administration** in a progressive organization. Willing to relocate to any of the GCC countries.

Key skills include:-

- ❖ HR Planning
- ❖ Staff Recruitment & Training
- ❖ Testing, Interviewing & Selection
- ❖ New Hire Orientations.
- ❖ Staff Discipline
- ❖ Employee Relations
- ❖ General Administration
- ❖ Time Management
- ❖ Payroll Management
- ❖ Performance Appraisals
- ❖ Grievance Resolution
- ❖ Statutory Compliance
- ❖ HR Policies & Program Development
- ❖ Manpower Planning and Budgeting
- ❖ Leave, Compensation & Benefits
- ❖ Labour Laws , Immigration & visa Rules
- ❖ Competency & Skills Assessment
- ❖ Job Analysis / Evaluation

COMPUTER SKILLS - Diploma in Computer Applications

- ❖ Office Management : MS Office (Word, Excel, Outlook, Visio, PowerPoint & Access)
- ❖ Operating Systems : Windows XP/2000/7/8
- ❖ Software : Oracle, QUADRA, ACONEX, IBM Lotus Notes, Adobe (Acrobat, Photoshop) Multi Media (Avid Liquid pro & Pinnacle Ginnie Plus), Payroll (Able to prepare with HRM software's & Excel).

KEY COMPETENCIES

- ❖ **Leverage** extensive HR background to effectively manage recruitment, performance, payroll, compensation and benefits, staff training, employee relations, compliance of Laws, Regulations, important Decisions and their execution.
- ❖ **Implement higher performance standards** through Organizational Management, Time Management, Recruitment, Training, Development and Human Resources Management.
- ❖ **Records of accomplishments** based on ability to motivate people, perform extensive background checks, organize pre-employment trainings for new recruits, and achieve bottom-line results in taking companies to new levels of success.
- ❖ **Successfully** hired, oriented and trained more than **2000** employees during the last **14** years.
- ❖ **Process** data and information, maintain records & tabulation and conduct staff training on policies and operations.
- ❖ Excellent **communication skills. Fluent** in English, Hindi, Gujrati & Sindhi

PROFESSIONAL QUALIFICATIONS

- ❖ Pursuing **MBA** (HR & Marketing) – XYZ -Mumbai, India - (expected completion - April 2014).
- ❖ **Diploma in Business Management** (HR & Finance) - ABC School of Business Management, India (Grade A, 74%).

PROFESSIONAL WORK EXPERIENCE

Sr Executive HR & Admin - M/s ABC Qatar W.L.L., Doha, Qatar Mar 13 to Present

- ❖ **Joined** on 16-Mar-14 as Executive HR and **promoted** to Sr. Executive HR & Admin (**Dy. Manager**) in Aug 14.
- ❖ **Lead and manage** the functions of 15 subordinates, including 2 HR Assistants (Labor & Staff), 2 PRO's, 1 Payroll Officer, 4 Site Admin Officers, 1 HR assistant trainee and 5 Time Keepers. Directly report to Sr. Manager HR & Administration for junior staff recruitment & to Vice President (Operations Head, Qatar) & DGM HR (Dubai Based) for Sr. Staff Recruitment.

- ❖ **Work** with senior-level management to create fair and consistent HR policies and procedures.
- ❖ **Create** job descriptions, Select and interview candidates for all available positions.
- ❖ **Organize** induction orientation programs & initial settling-in process of new recruits.
- ❖ **Manage** leave, grievances, HR budgeting and complete end to end payroll processing for more than 2000 employees.
- ❖ **Administer** over 2000 personnel files (Manual & E-Filing) according to policy and federal and state law and regulations.
- ❖ **Conducted** benefits administration for 1500 benefit-eligible employees.
- ❖ **Designed** the employee performance evaluation process and merit program.

Achievements:

- ❖ **Successfully** recruited more than 80 % of staff via direct (no cost) resources.
- ❖ **Revamped** the orientation process for all new hires, which was implemented company-wide.
- ❖ **Audited** an HRIS database and received special recognition with a “**Thank You Award.**”
- ❖ **Designed** a standard exit process and interview survey that reduced resignations and improved employee productivity.
- ❖ **Initiated** a rewards and incentive program that was cited as the driving force behind employee retention rate of 100%.
- ❖ **Created** CV data bank and implemented staff and labor attendance to be mapped thru BIO MATRIX System. Implemented payroll process via ERP, drafted the payroll calendar and implemented the deadlines to be followed.

Sr. Executive HR, Admin & Logistics - ABC WLL, Doha, Qatar

May 10 to Mar 13

The company is a subsidiary of XYZ, France

- ❖ **Joined** as Asst. Store Keeper and **promoted** to Executive Administration on 01-04-2011 and further promoted to Sr. Executive HR, Admin & Logistics on 01-Jan-2012.
- ❖ **Supervised** the daily functions of 11 subordinates, including 1 Receptionist, 1 Site Admin Coordinator, 1 Time Keeper, 7 Drivers and 1 Asst. Executive Admin. Reported to Country Manager (Qatar Head) and Sr. HR Manager (Dubai based).
- ❖ **Served** as a single point of contact between management and employees/labor.
- ❖ **Coordinated** all department functions for a team of 1290 employees.
- ❖ **Managed** material supply inventory, insurance records and company files using online tracking system.

Achievements:

- ❖ **Implemented** an innovative employee incentive program that resulted in increase in staff productivity by 75%.
- ❖ **Formed** an employee’s cultural group in coordination with Dubai head office to organize cultural events every month, link birthday celebrations of staff.
- ❖ **Initiated** a system of recording employee’s grievances and dispense with them within a predetermined target time.
- ❖ **Generated** a new system of material tracking and document control.
- ❖ **Created** databases and spreadsheets to improve inventory management and reporting accuracy.

PREVIOUS EMPLOYMENT

Coordinator Projects (Admin & HR) - M/s ABC Company, Banswara, India

Jan 05 to Mar 10

Officer – Payroll & Administration - M/s XYZ Pvt. Ltd., Banswara, India

Oct 99 to Nov 04

Business Development (Electronics, Readymade Garments, Textile, Footwear, Leather Goods, etc.)

1991 to 1999

PERSONAL INFORMATION

Gender	: Male	Nationality	: Indian
Date of Birth	: 5 th Sept 1973	Passport Number	: H9999999 (Expiry 10 th - Apr-2025)
Marital Status	: Married	Visa Status	: Resident Visa up to 02-05-2015
		Driving License	: Qatar (Valid till 30-Apr-2018)

References: Available upon Request