



MOHAMMAD PERWEZ ALAM

Gender : Male
 Religion : Islam
 Nationality : Indian
 Passport : Exp: 13-07-2031

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 Location : India

CAREER OBJECTIVE:

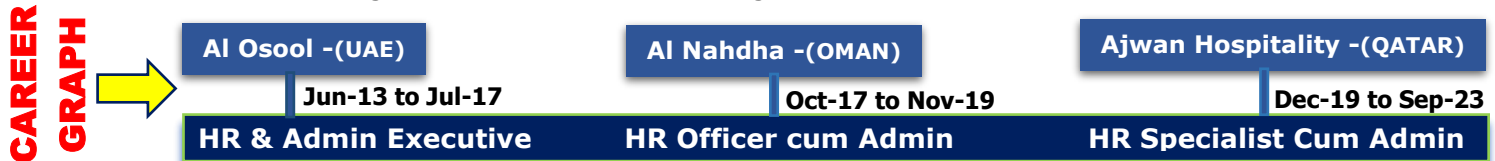
Looking to leverage my ability to build meaningful relationship as a team and individual at a fast-growing organization. My aim is to work with a progressive organization that provide a scope to utilize my skills & aptitude in a right way and would help me contribute my best to the organization. In my previous companies I have always learnt & done some new Tasks.

❖ ABILITY & ATTRIBUTES

- A dynamic goal driven & Highly Adaptable.
- Well Organized & Detail Oriented
- Effective team player and a keen observer.
- Honest, Independent and Deductive towards works.
- Highly motivated, Reliable & Multi-tasking.
- Pro-Active & proven ability to meet deadlines

❖ PROFILE SUMMARY

- Having **9 years of gulf experience** in performing overall HR Operations, Recruitment & Onboarding.
- Capable of Offering an array of skills in **overall HR Operations** (Pre & Post Onboarding), **Manpower Planning & Budgeting**, **Recruitment and Hiring**, **MIS Report Preparation** and **Administrative Support**.
- Well-Versed with the all phases of **Recruitment & Employee Life Cycle** (Pre & Post Onboarding) and HR metrics.
- Well-Versed with **Admin & MIS activities**, Documentation & Filing, Records Keeping & **MIS Reporting** (Advance Excel).
- Expertise in conflict resolution, relation & team building, Act as a focal point for internal and external queries.
- Capable of collaborating with Agencies, Clients, HOD & higher Management to develop strategies & streamline process.
- Proficient with working on **HRMS System Software's** & in general with excellent **Advance computing skills**.



AREA OF EXPERTISE	Manpower Planning & End to End Recruitment	Employee Separation
	All the phases of Employee Life Cycle Pre & Post on boarding	MIS Report Preparation
	Performance Management- Induction, Orientation, Training & Development	Prepare Documentation as per ISO
	Appraisal Process, Employee Engagement & Retention	Admin Activities
	Grievance handling & Welfare Management	HRMS-HR Policies Implementation & Mgmt.
	Payroll Processing- Compensation & Benefits, Attendance & Loan, Leave & Vacation	Procurements, Vendor/Supplier Mgmt.
	Processing & renewal of visa, QID / Iqama, Health card, Medical Certificate, labor contract, Bank Account, Company & Vehicle Docs etc	

❖ EDUCATIONAL QUALIFICATIONS

BCA - Bachelor in Computer Application - Delhi, India

❖ PROFESSIONAL & COMPUTER SKILLS

COMPUTER SKILLS : DESCRIPTIONS

Microsoft-Office	: Proficiency in Microsoft Office suite (Outlook, Word-Mail merge, Advance Excel, Power Point, MS-Access).
Advanced Excel	: MIS Report, Dashboard, VLOOKUP, HLOOKUP, XLOOKUP, SUMIF, COUNTIF, If, Nested IF, AND, OR, Index Match, Pivot Table, Chart, Macro, Validation, Advance Filter, Conditional Format, Slicer, Timeline, GoalSeek, Scenario Mng
HRMS System	: Adrenalin HRMIS (5.0), ERP (MS-Dynamics NAV 2013), CRM, JIRA, GHR
Internet	: Mail, social media, Job Portals, Gov portals, Google Drive, Google Sheet & Form, Purchase/Banking/Ticketing.

OTHER SKILLS : DESCRIPTIONS

Relevant Skills	: HR Operation, Recruitment, HR & Admin, HR Generalist, Onboarding and Offboarding, Secretarial Assistants
Languages	: Proficient in English/Hindi/Urdu & in Arabic - (Re-Typing, reading and know basic phrases).
Labor Law	: Employment Contracts, Probation, Working Hours, OT Pay, Leave Entitlements, Gratuity Payment.

❖ **LAST COMPANY: AJWAN HOSPITALITY GROUP, QATAR- (250+ Employees)**



HR SPECIALIST CUM ADMIN OFFICER - (Dec-2019 to Sep-2023).

ROLES & RESPONSIBILITIES:

Recruitment:

- ✓ Responsible for all the aspects of HR & Admin function & **End-to-End recruitment** processes
- ✓ **Manpower Planning, Budgeting and recruitment** drive execution
- ✓ **CV sourcing** through posting job Aid on various job portal & Agency, Do CV Screening, Shortlisting & Conduct initial interview
- ✓ **Coordinate with agencies & candidates** to Organize technical round interviews with Manager/HOD and further process.
- ✓ Create and maintain Job Descriptions and Job Profiles and update them periodically in coordination with HOD/Manager
- ✓ Reviewing and processing the Recruitment agency invoices using CRM System and Manual both.
- ✓ Visa hiring & Authorization to Agency in CRM and New Arrival employees hiring also into the CRM

Onboarding

- ✓ Salary negotiation, Issuance of Employment offer & contract for selected candidates and ask them to proceed for pre medical.
- ✓ Apply for visa & once visa approved do contract signing and payment for Residential Medical and book QVC appointment.
- ✓ Visa printing & send it to Candidate and Agency and ask for the travel schedule and flight ticket
- ✓ Coordinate with the logistic and camp team to arrange the airport pick up and accommodation and advance Money.
- ✓ Conduct Induction & Orientation & Joining Formalities of new joiners.

Employee Lifecycle Activities

- ✓ Overseeing all stage of employee life cycle Pre-& Post Onboarding
- ✓ **Filing & Database Management**- Keep tracking of applicant & interview assessments, Employees Details and Documents expiry and Ensures safekeeping Documents (Hard & Soft Copy) employee individual file and Company assets documents.
- ✓ **Talent Management by Training & Development** - Coordinate & compile training needs in coordination with department.
- ✓ Review Probationary period and issue employment confirmation letter.
- ✓ **Employee's welfare, Compensation & Benefits** -Initiate and process in a timely manner.
- ✓ **Retention**- Introduce Employee Retention/Recognition Programs such as Employee of the month, long term Service Award etc.
- ✓ **Performance management** - Initiate Employee Evaluation & appraisal in a timely manner.
- ✓ **Vacation & Leave**- Ensuring smooth vacation of employee from the organization, medical leave, Emergency Leave
- ✓ **Employee Separation** -Ensuring smooth exit and vacation of employee from the organization, Conduct Exit interview.
- ✓ **Travel & Transport Management**- Coordination of Local and International Travel and Transport.
- ✓ **Letters, Memo and Forms**- Prepare offer letter & contract and various types of Forms, Letters & Memo
- ✓ **Disciplinary and grievance**- Support the management on handling complex employee disciplinary and grievances.
- ✓ Prepare and maintain the **organization chart** and ensure it is updated on a regular basis
- ✓ Development and implementation of HR Policy, Procedures and systems.

Online /Government Portal / Smart Card Activities:

○ **Responsible for processing & renewal of visa, QID / Iqama, HC, MC, labor contract, company & Vehicle Docs etc.**

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|--|--|
| ✓ QVC Medical and Visa Processing | ✓ Residential Permit details update to new passport |
| ✓ Ehteraz Permit, Hotels and Tickets Booking | ✓ Health Card & Medical Certificate processing & Renewal |
| ✓ Medical appointment for RP & Medical Certificate | ✓ Bank Salary card processing |
| ✓ Employee Contract Drafting and Uploading & Extension | ✓ Passport Expiry Tracking and Renewal |
| ✓ Finger Print Appointment and processing | ✓ Company CR, Trade License, Computer Card renewal |
| ✓ Residential Permit (QID) /Iqama processing and Renewal | ✓ Vehicle License & Insurance Expiry Tracking & Renewal |

Payroll Activities:

- ✓ Verify and assist to run a smooth and accurate payroll process.
- ✓ Process and update Payroll Changes (e.g., new hires, termination, salary and allowance changes), Overtime Sheet verification.
- ✓ Address issues and queries regarding the payroll from employees and Respond in a timely manner

MIS Reporting & Data analysis: – (Using Advanced Excel & Power Point-PPT).

- ✓ **HR Dashboard** & HR Database Management, Maintain Visa Tracker, Job Offer & Contract Trackers and Expenses provision.
- ✓ Maintain Employee Database and Documents Expiry Automatic Tracking Database, Invoice processing, Payment & aging report.

Admin Activities:

○ **Responsible for comprehensive administrative support in day-to-day office operations.**

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|--|---|
| ✓ General Office management and Administrative Supervision | ✓ Supervision of Accommodation and Logistic In-charge |
| ✓ Travel Arrangement- (Flight Ticket & Hotel Booking) | ✓ Hands-on experience with office equipment. |
| ✓ Documents Filing, Documents tracking & timely Renewal | ✓ Procurement- Office Supply |

❖ **AL NAHDHA OVERSEAS LLC, OMAN- (1000 + Employees)**



HR OFFICER CUM ADMIN EXECUTIVE - (Oct-2017 to Nov-2019).

ROLES & RESPONSIBILITIES:

HR Recruitment and Operation Activities:

- ✓ Looking after of entire Hema resource activities
- ✓ Responsible for end-to-end recruitment and all the phases of employee life cycle (Pre & Post Onboarding)

Admin Support:

- ✓ **Responsible for comprehensive administrative support in day-to-day Office operations**
- ✓ **Documentation & Filing-** Ensures safekeeping Documents & files (Hard & Soft Copy) and maintain an Individual Filing System.

Payroll:

- ✓ Assisting in processing payroll in coordination with Account Officer in the preparation of monthly payroll.
- ✓ Update Process Payroll Changes and Respond queries regarding the payroll from employees in a timely manner

MIS Reporting & Dashboard Presentation: – (Using Advanced Excel & Power Point-PPT).

- ✓ HR Dashboard & HR Database Management, Data analysis & Expenses Budgeting.
- ✓ Maintain Employee Details Database, Employees and Company official Documents Expiry Automatic Tracking Database.
- ✓ Invoice and Utility Bills processing and aging report.

❖ **PROJECT ACCOMPLISHED: Descon 6 Months shutdown Project.**



- ✓ **Performed Procurement & Site Admin tasks-** (Manpower Recruitment, Deployment and Material Procurement)
- ✓ **Orphic-Descon Shutdown-** Overseeing of Manpower Recruitments, Material Procurement and Site Administrator.
- ✓ **Vendor Management-** Vendor Requisition, Negotiation and Agreement Signing
- ✓ **P&L- CTC v/s Revenue Report** for supplier manpower and Invoice log and Invoice verification & Processing of supplier invoice
- ✓ **Procurement** (Scaffolding, Painting & Insulation)- Raising PR and PO as per request under the project material Purchasing budget.
- ✓ **Coordination with Warehouse:** Related to tool, Tackles & PPE for indirect & direct employees.
- ✓ **Material Requisition:** Preparation of material requisition & MR Approval and follow-up

➤ **Site responsibility:**

- ✓ Site visiting on daily Basis and Maintain Disciplinary on site and workers grievance.
- ✓ Manual Timesheet Management: report on deployed & Idle Manpower and Manpower requirement request on site
- ✓ Looking after of Workers basic needs on site like PPE, Tools & Tackles, Site Materials, Drinking Water and first Aid etc.

❖ **AL OSOOL BLDG.METALLIC CONST.IND.LLC - (UAE) - (200 + Employees)**



HR AND ADMIN EXECUTIVE - (Jun-2013 to Jul-2017).

ROLES & RESPONSIBILITIES:

HR Recruitment and Operation Activities:

- ✓ Looking after of entire Hema resource activities
- ✓ Responsible for end-to-end recruitment and all the phases of employee life cycle (Pre & Post Onboarding)

➤ **Site Visit and Coordination:**

- ✓ Site visiting on daily basis and Managing Disciplinary on site and workers grievance
- ✓ Manual Timesheet Management: report on deployed & Idle Manpower and Manpower requirement request on site.
- ✓ Arrangement of Site Material Requirements & Workers basic needs on site like PPE, Tools and Tackle drinking water, first Aid etc.

Payroll:

- ✓ Assisting in processing payroll in coordination with Account Officer in the preparation of monthly payroll.
- ✓ Update Process Payroll Changes and Respond queries regarding the payroll from employees in a timely manner

MIS Reporting & Dashboard Presentation: – (Using Advanced Excel & Power Point-PPT).

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Admin Support:

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