
MUHAMMED SHAFEEQUE.AN

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Objective

Results-driven professional with over 10 years of experience in HR management, administration, and business development. Skilled in strategic HR planning, recruitment, employee performance management, and driving revenue growth. Adept at identifying business opportunities and building client relationships. Holds an MCA degree and excels in leveraging technology for HR and business processes. Seeking to contribute to a forward-thinking company focused on strategic HR management and business development.

Experience

- **Al Saif General trading** 2022-11 - 2024-02
HR and Administration
 - Managed the end-to-end recruitment process including candidate screening, interviewing, selection, and offer negotiation.
 - Established and maintained strong candidate relationships, ensuring a positive candidate experience throughout the recruitment lifecycle.
 - Oversaw HR operations processes encompassing onboarding, employee data management, benefits administration, and compliance.
 - Supported the implementation of HR policies, procedures, and processes to ensure legal compliance and alignment with industry best practices.
- **Azoan Technologies India LLP.(Networking and Automation)** 2019-09 - 2022-10
General Manager
 - Developed and implemented business development strategies to expand market presence .
 - Conducted market research to identify new opportunities and target demographics.
 - Established and maintained relationships with clients, partners, and stakeholders.
 - Managed marketing campaigns across various channels to promote brand awareness and drive sales.
 - Analysed performance metrics to assess the effectiveness of marketing initiatives and adjust strategies accordingly.
- **Transnational Shipping And Logistics, Dammam,KSA.** 2017-11 - 2019-05
HR and Operation Manager
 - Developed and implemented comprehensive talent acquisition strategies to attract, identify, and hire top talent across all organizational levels and functions.
 - Trained employees in company and regulatory compliance requirements to promote conformance.
 - Updated reports, managed accounts, and generated reports for company database.
 - Analyzed data related to administrative costs and spending trends to prepare budgets for personnel.
 - Developed and implemented improved filing systems for enhanced order and accuracy.
 - Interviewed, recruited and onboarded new staff for high-performing administration teams.

- **Blue Mount Arabia - Contracting Establishments, Jubail ,KSA.** 2016/10 - 2017/10
HR and Operation Manager
 - Prepared new hire letters, employee contracts, and corporate policies.
 - Managed employee data and privacy to keep employee data confidential per organizational privacy policies.
 - Managed payroll and timekeeping to track hours and accurately pay employees.
 - Worked with department heads to determine requirements for procurement activities.
 - Monitored delivery progress and contacted clients and suppliers to minimise delivery delays.
 - Identified stock quantity and quality, delivery times and other contract conditions to be met.
 - Researched and purchased specialized equipment and materials for company use.
- **MTS Telecommunications** 2014/4 - 2016/1
HR & Business Development Manager.
 - Developed marketing strategies aligned with business goals
 - Created and executed plans to promote telecommunications products/services.
 - Collaborated with sales teams to develop effective sales strategies.
 - Provided marketing materials and support to enhance sales efforts.
 - Implemented CRM systems to enhance customer interactions.
 - Analysed customer feedback and adjusted marketing strategies accordingly.

Education

- **Bangalore University, Oxford College of Science**
MCA (Masters: Computer Application) 2014
- **Bharathiyar University, Sankara College of Science**
BCA (Bachelor of Computer Application) 2011

Skills

- * Staff Managements and Team building. * Recruitment and Talent Acquisition. * Compliance and Legal Knowledge. * Business Administration. * Strategic HR Planning. * Business Development Strategies.

Projects

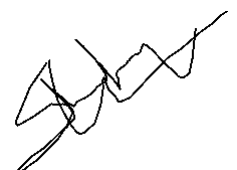
- **HR and Administration**
Project :Backfilling
Client : Jubail Royal commission KSA.
- **HR and Administration**
Project :Overhead power line
Client :Kents - Aramco kuraish KSA.

Language

- English,Arabic,Malayalam, Hindi,Tamil.

Personal Details

- Date of Birth : 20/5/1990
- Marital Status : Married
- Nationality : India



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