

Parveez Ahmed Shirahatti

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HR & Admin Officer

Seasoned professional with 12 years of diverse experience across manufacturing, sales, and IT industries, with a strong focus on HR and commercial functions. Proven expertise in managing administrative operations, recruitment and safety protocols. Committed to leveraging my skills to drive organizational success and aspiring to advance into a leadership role within HR and administration.

Areas of Expertise

- Team Leadership & Training
- Recruitment & Onboarding
- Employee Relations:
- Payroll & Benefits Administration
- Safety
- Administrative Support
- Attendance Management
- Employee Relations
- Performance Management

Career Experience

HR & Admin Office Gujarat NRE Coke Ltd, Dharwad, Karnataka, India, 2011 – 2023

- Managed end-to-end recruitment processes, including job postings, candidate screenings, interviews, and selection.
- Facilitated employee onboarding, ensuring a smooth transition into the company by coordinating orientation sessions and necessary training.
- Acted as a liaison between management and employees to address grievances, resolve conflicts, and foster a positive work environment.
- Conducted exit interviews and analysed feedback to improve employee retention strategies.
- Processed payroll accurately and on time, ensuring compliance with company policies and legal requirements.
- Administered employee benefits, including health insurance, leave management, and retirement plans.
- Ensured company compliance with labour laws and regulations, including maintaining accurate employee records.
- Implemented and monitored workplace safety protocols, conducted safety training, and managed incident reporting.
- Monitored and managed employee attendance, leave records, and overtime, ensuring accurate payroll processing.
- Maintained timekeeping systems and resolved discrepancies in attendance records.
- Managed office operations, including procurement of office supplies, maintenance of equipment, and vendor management.
- Organized company events, meetings, and travel arrangements for executives and staff.
- Assisted in the development and implementation of performance management systems, including conducting performance appraisals and providing feedback.
- Supported employee development by identifying training needs and coordinating professional development programs.
- Developed and enforced HR policies and procedures in line with company goals and legal requirements.
- Updated employee handbooks and ensured that all staff were informed of policy changes.

- Maintained HR databases and generated reports on key metrics, such as employee turnover, recruitment, and attendance.
- Analysed data to identify trends and make recommendations for improving HR practices.

Process Associate (Sales Support Coordinator, Hewlett – Packard Company, Bangalore, Karnataka, India. 2010 – 2011

- Provided back-office support in the Supply Chain department for the "Volume Direct Operations" process.

Education & Credentials

- ✓ **Master's in Business Administration (MBA)** HR Management, Alagappa University, Tamil Nadu India
- ✓ **Bachelor of Business Administration (B.B.A)**, HR & Finance Management, Karnataka University Dharwad India

Trainings/Seminars/Certifications

Employee Relations & Conflict Resolution Training / Recruitment & Talent Acquisition Training / Performance Management Systems Training / Payroll & Benefits Administration Training / Labor Laws & Compliance Training / HR Policy Development & Implementation Training

Technical Proficiencies

- 🚀 MS Office Build Smart and ERP Software's, MS Dynamics

Personal Details

- Resident Address : Hn 9/3, 1st cross, Sadhakeri, Dharwad ,Karnataka ,India
- Date of birth : 22nd April 1987
- Language Skills : English, Hindi | **Driving Licence:** India Valid.
- Passport # : X8822379 . valid upto – 20/04/2033

Declaration

I solemnly declare that all the above particulars furnished by me are true to the best of my knowledge and belief. I look forward to a chance to prove my competency and worth.