***PROFICIENCY FORTE:***

Over a Decade seeking a challenging & professionally enriching career in domestic & International at Generalist profile in Human Resource (HR) Fraternity & put my maximum efforts for the growth of the organization & myself.

Deliver the best results out of challenging assignments analytical with an organization of repute in Administration & Corporate relations activities in the industries like construction, Software & FMCG.

Experience in handling personal & administrative areas including Compensation administration, security, office administration, facility management – Viz; transport, housekeeping, guesthouses, dispensaries etc.

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| ***NARESH NOONE***  C:\Users\A S U S\Desktop\download (2).jpg **:** Doha, Qatar  C:\Users\A S U S\Desktop\download.png **:** [nnareshhrm@gmail.com](mailto:nnareshhrm@gmail.com)  C:\Users\A S U S\Desktop\images (2).jpg **:** +974-3145 5585  C:\Users\A S U S\Desktop\download (1).png **:** +91-99493 83000.  : [www.linkedin.com/in/naresh-noone](http://www.linkedin.com/in/naresh-noone)  **Passport No.** : V9552454  **Passport Issued** : Doha  **Passport Expiry** : 27/10/2031  **Date of Birth**    : 14th Oct 1983,  **Gender** : Male,  **Marital Status**     : Married,  **Nationality**    : Indian,  ***LINGUISTIC ABILITIES:***  English, Hindi, Telugu &  Arabic (Learner).  ***STRENGHTS:***   * Agility/Managing Multiple priorities to work and Interpersonal Abilities. * Leadership/Management and Analytical Skill. * Multicultural Sensitivity and Committed to Teamwork. * Willingness to Learn and Self-Motivated.   **Hobbies & Interests**:  Stock Market, Playing Chess, Solving Sudoku, Rock Climbing, Social Network like LinkedIn etc., & Socializing with Friends. |

***INDUSTRY EXPERIENCE:***

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| **DURATION** | **COMPANY** | **COUNTRY** | **POSITION** | **REPORTING TO** |
| Since Jan’17 | ASAK Group | Qatar | HR/Payroll Specialist | HR Director |
| Mar’15 to Jan’17 | Plutus Softech Pvt. Ltd. | India | Manager – HR & Admin. | Managing Director |
| Nov'13 to Jan’15 | Saudi Binladin Group (Ltd.) **(SBG)** | Saudi Arabia (KSA) | Executive Secretary - HR & Admin. | Project Manager |
| Oct’11 to Nov'13 | Haridwar Infrastructure Ltd. /Greenko Energies Ltd. | India | Dy. Manager –HR, IR & Admin. | At site: COO, At Corporate Office: Vice President (HR) |
| Oct’09 to Sep’11 | USS Animation | India | Manager – HR & Admin. | Managing Director |
| Apr’09 to Sep’09 & Apr’05 to Jul’07 | Kalyani Fertilizers & Pesticides | India | Manager – HR & Admin. | Managing Director |

***EDUCATION:***

* Post-Graduation, **MBA (PGPM)** in **HR/Systems** from Bharatiya Vidya Bhavan University (Bhavan’s Institute of Management – Mysore).
* Graduation, **B.Sc. (MPC)** from Magadh University.
* Under Graduation, **Intermediate (MPC)** from Board of Intermediate Education.
* Secondary Education, **S.S.C** from Board of Secondary Education.

***CERTIFICATIONS:***

* **Diploma** in computers from SIS Institution.
* **IOSH** Training in Health & Safety

***COMPUTER PROFICIENCY:***

**Operating System**: MS-DOS, LINUX & Windows.

**Databases** : SAP HCM (Beginner).

**Packages** : MS-Office (Excel, Word, PowerPoint, Access & Outlook).

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| ***ACHIEVEMENTS & AWARDS:***   * Promoted as **Dy. Manager – HR, IR & Admin** in 2013 (India). * Nominated as best Branch Manager. * Elected to lead & organize the CSR activities like Cultural programs; medical Check-up & blood donation camps. * Selected as Team Leader for Recruitment in RPO. * Runner in inter college chess tournament. * Awarded **1st prize** in shooting at NCC camp. * Certification for **NCC ‘C’**.   ***INTERNSHIP:***  **Project Title**: Employee Job Satisfaction.  **Company**: NATCO Pharmaceuticals Limited, Hyderabad.  ***PROJECT:***  **Project Title**:Benchmark-Rewards & Recognition.  **Company**: NEULAND Laboratories Limited, Hyderabad.  ***REFERENCES:***  Furnished upon request. |

***CORE COMPETENCIES:***

**Payroll Management or Compensation & Benefits (C&B):**

* Monitor attendance to ensure employee punctuality, leave records (LMS), OT records of Employees, Company & Contract Manpower.
* Manage the Payroll functions at all levels Managers, Staff & workmen (**WPS** process in GCC) and according to **C&B** salary grade structure design and implementation.
* Authenticate payroll data whether according to said norms of government gazette.
* Assure clearance process, Relieving & Authenticate payroll data about full and final settlement.

**Recruitment / Re-sourcing & Induction:**

* Manpower planning, receiving manpower requisition, assessing manpower needs, prepare JD’s with concern Department Heads.
* Handle complete Recruitment Life Cycle - Sourcing, Screening, Short listing, Salary Negotiations and Reference Checks.
* Maintain & Conduct employee orientation and facilitate new comers joining formalities, about the Company and its policies in brief and regularly interacting with the new joiners and making them feel comfortable in the new environment.
* Maintain and regularly updated Master Database (**MIS**) of employee.

**Performance Appraisal (PMS):**

* Evolving, Monitoring & Reviewing Appraisal process across the levels and establishing framework for substantiating Annual Performance Appraisal system (**PMS**) linked to Reward Management of all Employees including feedback covering Job satisfaction & follow up with department heads.
* Co-ordination in setting up departmental as well as individuals KRA.

**Employee Engagement:**

* Prepare and submit all relevant HR letters/ documents/ certificates like probation confirmations, redeployment, show cause & transfers to employees as per the requirement of respective department in consultation with the management.
* Effectively managing staff welfare: Marriage & Birthday gifts, Tours arrangement, Arrange Picnics, Employees get-to-gather.
* Reduce manpower costs by right sizing employees and doing internal transfers.

**Employee Relationship Management (ER) & Industrial Relations (IR):**

* Adroit at resolving IR issues (like Strikes) and settling all cases in an amicable manner.
* Ensure prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers.
* Employee’s counseling on personal & employment matters.

**Statutory Compliances:**

* Maintain/update the records of statutory compliances obligations like PF, ESIC, Prof Tax, Gratuity, LTA, Bonus and Contract Labour Management etc., from time to time to avoid failures from due date of validity.

**Administrative & Others:**

* Maintain / update the employee passport & ID details from time to time to avoid failures from due date of validity.
* Maintained/Updated the record of employee GPA (Group Policy Accident) and medical cards for employee & their family which covered under policy depends on category.
* Supervise & Responsible for the Maintain documents & act on the issues to resolve in coordination with HSE department, Security, Housekeeping & Pantry Staff.
* Maintain & responsible for all day-to-day HR, Personnel & General Administrative activities, Office & Building Maintenance.
* Handling of travel management by booking ticket of Air Travelling / Road.
* Maintained/Updated the record insurance cover for company owned vehicles and equipment’s associated with risk management.
* Handle in some cases of Labour Dispute Liaison with local authorities, Liaison with Labor Commissioner’s office.
* Formulate, develop, review & maintained company policies.

**Employee Exit Process:**

* Conduct employee exit interview and sharing feedback with the management to minimize the attrition rate.