

Khan Vakeel Ahmad

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License Foreign Identification Number -903230599DODCIO/OUUSD (P&R) GS-12 Geneva conversation category 1v

Security Vetting

@ NACI-National Agency check with Inquiries.

@@MRPT-U.S. Department of State moderate Risk Public trust.

Human Recourses professional with 17 years of proven track record in transactional and transformational HR bandwidth by partnering with business leaders to optimize organisational effectiveness within Employees.

Skills

- Strong knowledge of employment. @ Honest and Accountable.
- Laws and regulations. @ Diligent and Organized.
- Ability to maintain compliance. @ Ethical and loyal.
- While identifying employment risk issues. @ Technologically Competent.
- Proficiency with human resource management systems @ Decision Making Skills. HR administration software such as Workday Able to develop strategic relationships with community organizations, staffing agencies and recruiters in order to attract the most qualified and experienced talent

Experience

➤ **At present**

Human Resources Manager (Food Industries)

[\(Kwality Confectioners & Bakers \(1\) Pvt. Ltd\) Sep-2020](#)

- Restructured on boarding program for new employees to include more relevant and engaging training with the result of improving individual employee sales rates by 5% during their first quarter 500 employees work related problem Developed a new recruitment program aimed at reaching more qualified Coach managers on ways to support and motivate employees through weekly check-ins, team-building exercises, routine trainings and yearly Serve as a link between management and employees by handling questions, interpreting and

administering contracts, and helping resolve work-related problem H.R.

Department reviews.....

➤ **Recruitment Coordinator**

Munavarra Associates –[Mumbai-\(INDIA\)](#)(2018 to 2020)

Sourcing Profiles. Experience of working Junior “or” mid-level & senior position call to managements/visa process/Emigration/MUFA/Embassy stamping full knowledge of visa process.

➤ **Human Resources Executive inventory Coordinator**

Cigalah Groups of Company-Saudi Arabia-(2014 to 2017)

Manage relationships with nursing agencies in the area and work closely with managers to recruit and interview candidates are Cigarette division.

Facilitate new hire on boarding, including scheduling meetings and training, leading welcome activities and managing new hire paperwork.

➤ **Human Resources Assistant/Supply Chain**

GDIT-General Dynamic Information & Tech- Kuwait-[Arifjan Air Base](#) (2011 to 2014)

Provide administrative support to HR Manager by managing calendar, scheduling performance reviews and filing expense reports accomplished executive assistant, offering 14 years of Operating document consisted and ensuring. That general program administrative and individual project cements are properly *Identifying the material inventory than process on Standard Army Retail Supply System (SARSS). Document Researching & Interties. DMCS/EDMS Fields.*Working GDIT for his friendly & helpful demean or and was the source Knowledge

Work directly with store managers to analyze operations from the employee's perspective to find new ways to support employees with the goal of driving sales Manage the leave tracking system by updating holiday calendar, approving leave requests and following up on outstanding actions.

[Arifjan Air Base 2011 to 2014 Operation Assisting the data and trend analysis report that were provided by GDIT to U.S. Govt Contract & KUWAIT Ministry Of Defence \(MOD\)](#)

➤ **Recruitment Coordinator**

I.R. International –[Mumbai-\(INDIA\)](#)(2009 to 2011)

➤ **Recruitment Coordinator/Asst Manager**

Charisma Tours & Travels –[Mumbai-\(INDIA\)](#) (2008 to 2009)

➤ **Project Coordinator/ Asst Manager**

Asmacs Tours & Travels –[Mumbai-\(INDIA\)](#) (2007 to 2008)

➤ **Human Resources Assistant/Quality Management**

AGS/ AECOM- AFGHANISTAN Bagram Air Base (2005 to 2007)

for updates on the status of vehicles reports to the Maintenance Manager. Collectively I assisted this Program in Attaining ISO 9001-2000 Certification for the Librarian Technician. Managements responsibility were to maintain a technical Library

“Bagram Air Base 2005 to 2007) APPRICIATION CERTIFICATION from 39st Engineering Battalion best Support Enduring Freedom “BAGRAM AIR BASE – AFGHANISTAN –June-2005 to Oct-2007 Employment #A-2053- AGS/ AECOMGMASS AFGHANISTAN @- Quality Control Department “best Supporting Operation Enduring Freedom “as the 31st march 2007 , Responsibilities of Works – Home of Records –Rest & Recuperation Operation Assisting the data and trend analysis report that were provided by GDIT to U.S. Govt Contract & KUWAIT Ministry Of Defence (MOD) ”

➤ **Professional Courses**

- Certificate in ISO-9001-2000 QMS Lead Auditor Courses
- Manage Relationship with vendors Manage relationships with vendors, service providers and landlord ensuring that all items are invoiced and paid on time
- Supervision of third party resources employed to take care of our work. Office. Go to person for all purchasing, maintenance, supplies, equipment related requirements.
- Maintaining the office condition and arranging necessary repairs, Landlord & tenant communication and variably spoken.
- Organization of culture building events such as conferences, team events and seminars.

➤ **Training Courses**

- Attended 24 hours HAZWOPER course
- Attend 40 hrs. OSHA HAZOPAR Training on AECOM.
- Attend 8 hrs. HAZOPAR /HAZMA Training on GDIT.
- Attend 30 hrs. OSHA Training on GDIT.
- OSS Health & Safety requirements at all times
- Overall responsibility for security on all sites

Education	Degree	University
Master of Commerce HRD ministry of foreign affairs	M.Com	University of Lucknow
Bachelor of Commerce	B.Com	University of Lucknow

Languages

- ❖ English
- ❖ Arabic
- ❖ Hindi
- ❖ Urdu

Software Skill

Microsoft Office.
Talent Acquisition Software.
Social Media Platforms.
Human Recourses Information Technology.

JAN-2021-----