

**MD PERWEZ ALAM (HR & MIS Professional)**

S/O : Md Mirza Alam
 Gender : Male
 Marital Status : Single
 Date of Birth : 5th Feb 1991
 Religion : Islam
 Nationality : Indian
 Passport# : K1332525

: +91-9905026718 -India
 : +91-7763080873
 : mdperwezalam786
 : mdperwezalam786@gmail.com

CAREER OBJECTIVE:

Through my early career in **HR, Admin & MIS Analyst**, I've had a focus on meeting all deadlines within budget & ensuring employees satisfaction through the proactive development of relationships. Looking to leverage this ability to build meaningful relationship as HR & MIS 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.

PROFILE SUMMARY: (Recruit – Onboard – Develop -Retain – Offboard) + HRMIS Reporting & Administrative Support)

- **HR professional with 7 years of experience** in performing full spectrum of HR management & office administrative functions with MIS reporting **across E-Commerce, Manufacturing, Construction/ Engineering and Oil & Gas Industry**. Successfully managed Manpower Planning & Recruitment, Onboarding & Offboarding, Induction & Orientation, Training & Development, Emp Evaluation, retention, payroll, performance Management & appraisal, Leave & Vacation, Compensation & Benefits, HRIS records & HR Policies.
- Well-versed with HR metrics & all phases of employee life cycle, recruiting & hiring- including Requisition form, budgeting, defining roles & Job analysis, Sourcing, Screening, evaluating, Interviewing & Negotiating, onboarding & Offboarding Employee.
- Proven ability to successfully multi-task in a dynamic, fast-paced environment. Extensive experience in planning, initiating, executing & managing multiple projects Activities simultaneously while meeting all deadlines within budget.
- **Offering an array of skills** in overall HR functions (Pre & Post Onboarding), General Administrative support, HR Analyst, Formulating Database & MIS Reporting, overseeing (Transport, Housekeeping, Pantry, reception) & Executive Assistant to MD
- Expertise in conflict resolution, Employee's relation, team building & knowledge of complex benefit administration systems.
- Capable of collaborating with Manager, Department Head and higher Management to develop strategies.

❖ EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- Bachelor in Computer Application (BCA) from (IGNOU) – Delhi, India in 2011

❖ TECHNICAL AND PROFESSIONAL SKILLS

| SKILLS | : DESCRIPTIONS |
|------------------------------|--|
| ○ Microsoft-Office | : Advance MS-Excel, MS-Power Point, MS-Word, MS-Access, Microsoft -Outlook. |
| ○ Microsoft-Excel (Advanced) | : VLOOKUP, HLOOKUP, SUMIF, COUNTIF, If, Nested IF, AND, OR, Index match, Pivot Table. Slicer, Timeline, Macro, Advance Filter, Conditional Format, Chat, Validation, Consolidate, Offset, Goal Seek, Scenario Manager. |
| ○ MySql-2008 | : Create Table, Insert into Table, Select, Delete from Table, Drop, Update, Alter Table, Cursor, Trigger, Join |
| ○ ERP (MS-Dynamics NAV 2013) | : Employee leave/Vacation/Exit application, Generation of PR, PO, GRN (Goods Receiving Notes). |
| ○ Adrenalin HRMS | : Manage events, Request, Attendance, Leave, assign work to other during leave, Set KRA, etc. |
| ○ Internet | : Recruitment Portals, Job Ad, Google Sheet & Drive, Purchasing/Banking/Ticketing. E-mail, Social Network |
| ○ Languages | : Proficient in English/Hindi/Urdu & Arabic – (Beginner Know basic phrases). |
| ○ Knowledge of Labor Law | : Employment Contracts, Probation, Working Hours, OT Pay, Leave Entitlements, Payment of Gratuity. |
| ○ Key Fields: | Recruitment & Hiring, HR Generalist & Analyst, HR & Admin, Payroll, HR Coordinator, HR Assistant Manager, MIS, Executive Assistant. |

CORE COMPETENCIES:

| | |
|--|---|
| ○ Manpower Planning & Recruitment | Payroll Processing (Attendance, Salary, Vacation & Leave, Leave settlement) |
| ○ Induction, Orientation, Training & Development | Compensation & Benefits and Employee Grievances |
| ○ Employee Relations & retention | HR Analysis / MIS Reporting- (HR Dashboard, Manpower P&L, Recruitment, CTC) |
| ○ Administrative Support | Vendor management (Rental Manpower, Machine and Material supplier) |
| ○ Documentation as per ISO Standards | Management & Implementation of HR Policies, HR Advisory & Org chart |

❖ ORGANIZATIONAL EXPERIENCE: 7 YEARS (As a HR Recruiter & Admin cum HR Analyst)

- **Turning Point (INDIA)**- as a HR & Admin cum Executive Assistant : Dec'19 to Jan'21 Reporting to Manager
- **Al Nahdha Overseas LLC (OMAN)**- as a Sr.HR Recruiter & Admin cum HR Analyst : Oct'17 to Oct'19 Reporting to DH & MD
- **Al Osool Bldg.Metallic.Const.I.LLC (UAE)**-as a HR Recruiter & Admin cum HR Analyst : Mar'15 to Aug'16 Reporting to DH & GM
- **Utsav Fashion PVT.LTD (INDIA)**- HR & Admin Executive cum HR Analyst : Jan'13 to Mar'15 Reporting to Manager & DH

❖ LAST COMPANY & JOB RESPONSIBILITIES

TURNING POINT –INDIA: - An Educational Consultant and Event Management Co as a HR & Admin cum Executive Assistant

HR & ADMIN/SECRETARIAL ACTIVITIES:

- Recruiting, Sourcing, Screening, Shortlisting, interviewing, hiring, onboarding and Offboarding.
- Induction & Orientation, Conduct joining formalities, Exit Formalities & Analysis.
- Enrolment and disenrollment of employee in biometric machine and Arrange ID Card, Stationary, Bank account opening.
- Training & Development, Engagement & Retention
- General Office management, appointment scheduling, organizing travel, organizing meetings, taking minutes, coordinating with stakeholders, reception handling, maintaining contacts and maintaining the executive's calendars.
- Performing various office administrative support. Including handling mail, Answering Phones. Letter & Memo Drafting.
- Coordination & follow ups with Candidates and respective client.
- Documentation-Manage personnel files, records, contracts, information about deals with clients and vendors.
- Calendar Management-Director Weekly Schedule. Maintain Director Client Visit Report.
- Travel Management –Manage Hotel, Cab, and Flight Ticket Booking for Official travel.

HR ANALYST- MIS REPORTING ACTIVITIES:

- HR-Dashboard - collect, compile, and analyze HR data & Reporting on Manpower Cost, Recruitment costs, Headcount, Training costs, CTC, Travel & Departmental Expenses. Employees Master, Attendance, & Leave, Salary. Petty cash. needed office supplies & inventory

❖ LAST GULF COMPANY & JOB RESPONSIBILITIES

Al Nahdha Overseas LLC, Oman: -A Subcontractor, Material & Manpower Supplier in Construction/Engineering, Oil & Gas Industry. As a **Sr. HR Recruiter & Admin cum HR Analyst/MIS** in PSI (Painting, Scaffolding and Insulation) Department.

JOB RESPONSIBILITIES

HRM & RECRUITMENT ACTIVITIES- (Managing 1000 + Employees):

Manpower Planning & Recruitment:

- Performing full spectrum of HR function & Managing End to End recruitment & selection processes (Pre & Post onboarding)
- Preparing expat recruitment requisition according to manpower needs in coordination with DH about Budget & Salary.
- Preparing Job Description, Job Analysis, Job Evaluation and Job Classification in coordination with DH.
- Taking approval from the DH and Management on Manpower requisition form to execute the recruitment.
- Conduct recruitment sourcing through various sites & recruiting agency & Employee Referrals for the recruitment
- Overseeing all stage of employee life cycle Pre-& Post Onboarding- (**Recruit – Onboard – Develop -Retain – Offboard**)
- Issuance of employment contract to new employee and Other Letter, Memo and mail Drafting
- Making of Employment Referral & CTC and Taking approval from DH and Management for visa & Further processing.
- Coordinates with PRO for the visa processing of selected candidates for overseas recruitment
- Ensures timely onboarding of new employees/ workers-Coordinates with selected candidate/ recruiting agency
- Ensures safekeeping and proper Documentation & Filing of personal individual file of each employee (Hard and Soft Copy).

Employee Relations & Engagement, Compensation & Benefits:

- Act as a single point of contact for all query & requests- Assist with all Internal and external HR related query or request
- Manage the employee Vacation / Leave process, thereby ensuring smooth travel of employee from the organization. This may include managing activities such as Leave settlement, Flight Tickets, Certificates, passport and Local Transport, etc.
- Managing employee separation process, thereby ensuring smooth exit of employee from the organization. This may include activities such as exit interviews, full and final settlement, Flight Tickets, Certificates, passport & Transport, etc.
- Employee Evaluation & appraisal - Prepare documentation and justification for career succession planning/ increments.
- Help introduce Employee Retention/Recognition Programs such as Employee of the month, Long Service Award etc.
- Employee's welfare- Medical & Insurance, Health & Safety Awareness & Trainings, Annual outing & Get together, etc.

PAYROLL:

- Maintain payroll- Prepare attendance, Salary, overtime, absentees, Deduction, Loan/Advance, Vacation & leaves pay etc.
- Process and issue employee monthly pay slips, and distribution. Respond to internal and external payroll related queries
- Payroll updates, maintain employee records including CTC, account details and salary changes

HR ANALYST- MIS REPORTING ACTIVITIES:

- MIS & HR-Dashboard - Analyzing & Reporting on Headcount, Manpower Cost, CTC, Departmental Expenses, Vacation, Travel Expenses.
- Employees Master MIS -Maintain Personnel Records of employees. CTC, Vacation, Leave, Exit, Recruitments/Visa cancellation
- Fixed Cost Report- Prepare Month ending provision sheet. & Analyze the actual Expenses v/s the projected ones & report
- Invoices/Bills Processing - Preparing Aging report and Tally with the payment log & do follow-up for pending bills, Invoice & payment.
- P&L- Supplier (ANS- Manpower)- Salary/CTC v/s Revenue Report for supplier manpower
- Inventory & Petty Cash Management- Optimum uses of stocks by maintaining monthly inventory for Pantry & Stationary items

ADMIN & SECRETARIAL ACTIVITIES - (EXECUTIVE ASSISTANT TO MD):

- General Office management, appointment scheduling, organizing travel, organizing meetings, taking minutes, coordinating with stakeholders, reception handling, maintaining contacts and maintaining the executive's calendars.
- **Calendar Management & Meetings arrangement** - Maintain Director Weekly Schedule, Reminders & Client Visit Report.
- **Travel Management**- (Corporate Booking) Prepares Travel itineraries & compiles for the best price & maintain T. vouchers & records.
- **Letter, Memo & Mail Drafting**-IOM, Payment Voucher, Warning letter, offer & Experience letter, Inter-department transfers.
- **Medical & Insurance**-Medical appointment, Enrolment & Disenrollment of Insurance, Insurance Claim
- **Documentation**-Maintain filing of Clients, vendors, Vehicle, Company Industrial & trade License, Insurance. as per ISO & Renewal as well.
- **Renewal Process**- Renewal of Passport, VISA, Contract, Agreement, Vehicle License, Industrial & Trade License in coordination with PRO
- **Procurement**- Raising and processing PR and PO for Office Equipment's, stationery & pantry items and Repairing & Maintenance etc.
- **Administrative Support** in Staying & transportation arrangements of employees and Office Safety Management on work
- Managing Courier (Sending and dispatching of Internal & External Courier), Logistic & Transport, Housekeeping, Pantry & reception
- Attending calls, Emails & Visitors. Having hands-on experience with office equipment (e.g., Telephone, fax machines, printers & Scanner)

PROJECTS ACCOMPLISHED- (Manpower Recruitment and Deployment)

- **Orphic-Descon Shutdown** - Overseeing of Manpower Recruitments, Material Procurement and Site Administrator.
- **Many other projects**- ORPIC Refinery Shutdown, SEPCO Power Plant const, Musandam Gas Project, Salalah Airport, Oil Tanking Vale etc.

❖ PREVIOUS COMPANY & JOB RESPONSIBILITIES

Al Osool Bldg.Metallic Const.IND.LLC (UAE): - A manufacturer of Industrial Metallic Items- Manufacturing /Engineering/Construction Indust.
As a **HR Recruiter & Admin cum HR Analyst** in Production Department

HR EXECUTIVE & RECRUITMENT ACTIVITIES:

- Recruitment Sourcing, Screening, shortlisting, Telephonic interview, schedule interview with respective HOD, Selection.
- Employee Relations & Engagement- Training and Development, Compensation and Benefits, Reward, Medical & Insurance
- Conduct joining formalities - (Induction & Introduction), Training & Development, Employee evolution. Appraisal & Rewards
- New Visa, "Ok to Board, Visa deposit, Emirates ID & Medical Card & Renewal Processing - In coordination with PRO.
- Maintain individual filing of all employees, Vehicle license, Company Industrial & trade License, Insurance Documents, etc.
- Letter & Memo Drafting - Letter, Memo, Warning letter writing, NOC, Offer Letter & Form
- Employee Leave & Vacation, Visa Cancellation Processing, Exit Formalities & Analysis
- Management and Implementation of HR Policies.

HR ANALYST/MIS REPORTING & PAYROLL ACTIVITIES:

- Responsible for all MIS Reporting & Data Analysis activities-HR Dashboard
- Maintain payroll- Prepare attendance, Salary, overtime, absentees, Deduction, Loan/Advance, Vacation & leaves pay,. Etc.
- Preparing Aging Report & Month ending provision -Analyze the actual Expenses v/s the projected ones to improve in quality & Cost.

ADMIN & SECRETARIAL ACTIVITIES (EXECUTIVE ASSISTANT TO GM):

- General Office management, appointment scheduling, organizing travel, organizing meetings, taking minutes, coordinating with stakeholders, reception handling, maintaining contacts and maintaining the executive's calendars.
- Calendar Management, Meeting's arrangement, Travel Management, Medical appointment, Medical Insurance and Claim
- Letter & Memo Drafting - Issuance and filling of different types of internal Forms, and, Memo.
- Managing and dealing with Vendors and clients, Drivers, Reception, Pantry, Housekeeping, Courier (Sending and dispatching)
- Managing Transport & Logistic (Loading, Unloading & Shipment of products and Material), Coordinating Sales, Store, Accounts & other Dpt.
- Attending calls, Emails & Visitors. Hands-on experience with office equipment (e.g., Telephone, fax machines, printers & Scanner)

❖ PREVIOUS COMPANY & JOB RESPONSIBILITIES

Utsav Fashion Pvt. Ltd (INDIA): -E-Commerce Company. As a HR & Admin Executive cum HR Analyst/MIS with in HR Dept.

HR EXECUTIVE & RECRUITMENT ACTIVITIES:

- Recruitment processing Sourcing, Screening, shortlisting, interview, schedule interview with HOD's & Follow-Up
- Documentation, Letter & Memo Drafting.
- Conduct joining formalities, Exit Formalities & Analysis. Arrange Stationary, Bank account opening, & CUG Mobile connection.
- Enrolment of New Employee & Generation of attendance report of employee in Biometric Machine and send to Payroll team.
- Travel Management, Assets Management (Keeping records, Asset labeling, Damage Replacement/Repair, New Requirement, etc.)
- Employee's welfare- Medical & Insurance, Outing & Get together, organize Events & Birthday Celebration etc.

HR ANALYST & MIS REPORTING ACTIVITIES:

- Responsible for all MIS Reporting activities PAN India Level. Monthly, Quarterly, Half yearly & yearly basis.
- Petty Cash & Inventory Management-Optimum uses of stocks, Manage records about consumption and Available stock.
- Invoice Processing- Maintain track of Service Invoice and match with Contract Agreements on Google Sheet in Bill MIS.

ADMIN / SUPERVISION ACTIVITIES:

- Overseeing of Cafeteria Arrangements, Housekeeping Boy, Pantry Boy, Guard & Field Boy, Courier, General Office Maintenance