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| Phone: +91 9354336439/+919319275566E-mail: yasar.msw@gmail.com/ yasarhr@gmail.com Address: Jamia Nagar, Okhla, New Delhi-110025 Skype: yasarzahin1 |
| Syed Mohammad Yasar**HUMAN RESOURCES AND OPERATIONS PROFESSIONAL**A dedicated professional with proficiency in mastering complex situations; highly knowledgeable in a wide variety of professional disciplinesSkill SetMotivatorRecruiterChangeAgent Planner | Career SummaryMore than 13.8 years of experience in managing HR and operations team and in delivering the results beyond the expectations.Key Driver of Change Management Processes that were successfully implemented for reasons as diverse as streamlining operations, building employee morale, controlling attrition and building committed teams Strong technical knowledge on the business process and imparting necessary training to the team towards effective handling of the work.Skilled in maintaining systematic records, database/ HRMIS in an effective and efficient manner also handling and managing management reports on weekly / monthly or quarterly basis Performing tasks related to recruitment of employees, implementing staffing strategies, managing disciplinary issues, tracking HR interventions and counseling & motivating employees at all levelsGood knowledge on the financial, legal and HR principles of the business. |
| Area of Expertise* HR Policy Execution  Employee Relations  Organizational Development
* Training and Development  Competency Mapping  Process Excellence
* Industrial Relations  Client Management  Operations Management
* Recruitment  Statutory Compliances  MS Office Suite/Oracle

Education & Credentials2006 Master of Social Work (HRM & Community Work) from Aligarh Muslim University, Aligarh 2004 B.Com (Honors) from Aligarh Muslim University, AligarhLanguages KnownEnglish - Proficiency Level (Speaking-Expert, Reading-Expert, Writing-Expert) Hindi - Proficiency Level (Speaking-Expert, Reading-Expert, Writing-Expert) Arabic - Proficiency Level (Speaking-Inter, Reading-Inter, Writing-Inter) |



English, Proficiency Level (Speaking-Expert, Reading-Expert, Writing-Expert)


# Career Timeline

## HEFCO Medicare & Research Centre-Habsons Group, New Delhi as Corporate Manager-HR and Administration from Aug 19’ to Jun 20’ and Manager- Operations (HR, Admin and Operations) with Habsons Jobsup Limited from Jun 20’ Onwards

**Lucon Consulting Private Limited, New Delhi as Manager-Recruitment from Jun 17’ to Jul 19’**

## Frigorifico Allana Private Limited, Ghaziabad as Manager-HR and Administration from Jul 12’ to Nov 16’ and Manager-Operations from Nov 16’ to Apr 17’

**Qatar Aircraft Catering Company, Doha, Qatar as Senior Assistant-Human Resources from Apr 08’ to Apr 12’**

## Advanced Technology Support Private Limited, New Delhi as Executive-Human

 **Resources from Aug 07’ to Apr 08’**

# Professional Synopsis


## Recruitment and Client Management

* + Build positive and productive relationships with clients for business growth. Currently portfolio includes handling healthcare and non-healthcare requirement of major hospitals under Ministry of Defense and Aviation, Private and Independent hospitals in Kingdom of Saudi Arabia.
	+ Scheduling regular meetings, discussions, teleconferences and visit client offices to strengthen the relationships.
	+ Understand client needs and customize existing business programs to meet their needs.
	+ Provide client support and handle client communications effectively.
	+ Maintain existing clients and generate new clients to achieve revenue goals. Address client concerns promptly and professionally.
	+ Discuss business contracts and costs with clients.
	+ Establishing recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
	+ Screening and shortlisting resumes from different portals like Naukri.com, Timesjob.com, Monster.com LinkedIn etc as per the client’s requirement and conduct screening calls with potential candidates to ascertain their interest and suitability for the role.
	+ Determining applicant requirements by studying job description and job qualifications.
	+ Attracting applicants by placing job advertisements; contacting recruiters, using News groups and job sites.
	+ Determining applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
	+ Arranging management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews.
	+ Evaluating applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.

## Human Resource Management and Administration

* + Rendering information & assistance to staff, supervisors and council on human resource & work related issues
	+ Formulating & benchmarking functional best practices to focus on development of skills to meet present and future goals and mission set by the organization
	+ Partnering with business as a trusted advisor to conceptualize, formulate, articulate and implement HR policies and strategies for making any organization a ‘great place to work with’
	+ Instituting change-management practices in the organization, including organizational restructuring & manpower rationalization initiatives
	+ Defining roles and responsibility of various positions within the company in the form of job descriptions, setting up and monitoring a well-tailored recruitment system
	+ Leading the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements
	+ Directing Appraisal Process across the levels and establishing framework for substantiating Performance Appraisal System linked to Reward Management
	+ Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers
	+ Devising performance based incentive schemes and awarding increment/promotions to eligible employees based on performance appraisal; evolving various progressive compensation schemes
	+ Managing legal compliance by monitoring and implementing applicable human resource state requirements
	+ Coordinating with Labor department, ESIC, EPFO, Horticulture & Factories Act for legal obligations like export & food safety authorities like APEDA, ISO, FSSAI and assist plant managers in inspections

## Qatar Aircraft Catering Company, Doha, Qatar

* + Managed HR services from assisting in all matters relating to contractual matters including end of service benefits.
	+ Worked on applications for Resident Permit of employees and processed cancellation of Resident Permit as and when required
	+ Processed application for Airport Pass, Medical Health Card and for Food Handlers Medicals.
	+ Support and provide guidance, advice and coaching to line managers on all HR policies, procedures and processes.

## Worked on the launch of:

* Online system (SSHR Leave Module and E-Staff Travel) of leave, exit permits & staff tickets by working with Corporate Office/IT Department.
* Online system of Uniforms by working with Corporate Office/IT Department and Uniform Department Imparted trainings the staff on using the online system

## Factory Operations

* + Oversee the day-to-day floor operations and working of 18 departments, the accuracy of inventories, production scheduling, safety, efficiency, and analysis needed to maintain the operations at a high level of efficiency, productivity and quality.
	+ Supervising the daily activities of production supervisors, providing instruction, training and performance feedback to ensure production efficiency and quality objectives are met or exceeded.
	+ Assisting and coordinating activities during regulatory agency inspections and attending foreign delegations and customers during plant visits.
	+ To coordinate with the head office for providing orders for the materials and ensure that no overstocking of material takes place due to space constraints.
	+ To ensure replies to all the letters pertaining to different departments like Municipal Corporation, pollution department, ministries and NGO’s are sent from time to time and are properly filed for future references.
	+ To check working of the hygiene and housekeeping department to ensure proper cleaning of the plant.
	+ To oversee and manage more than 50 security staff and ensure plant security round the clock and monitor security activities through coordinating with them through radio handsets.
	+ Manage company fleet, there movements, registrations, insurance, pollutions and maintenance.

# IT Skills

MS Office (Vlookups, Hlookups, Pivot table etc) Oracle

Internet,Lotus Notes and Outlook

# Trainings & Certification

**HR as Business Partner** by Michael Melerson, Sr. HRBP at Linkedin. **Human Resources-Working with Vendors** by Gabreilla Parente-Newbert. **Human Resources-Creating an Emplyoyee Handbook** by Don Phim.

**Human Resources-Payroll** by Gabriella Parente-Neubert.

**Social Recruiting for Recruiters** by Bert Verdonck.

**Strategic Human Resources** by Catherine Mallice.

**Human Resources-Using Metrics to Drive HR Strategy** by Catherine Mattice.

**People Analytics** by Josh Bersin, Global Industry Analyst.

**Onboarding new hires as Managers** by Todd Dewett, Authencity Expert and Educator.

**Communicating with Transparency** by Mory Fontanez, Founder 822 Group.

**Building Better do list** by Mike Vardy, Founder, Productiviyist.

**Construction Industry Safety** by Jim Rogers, OSHA Certified Educator.

**Construction Management-Managing Risk** by Jim Rogers, OSHA Certified Educator. **Construction Management-Health and Safety** by Jim Rogers, OSHA Certified Educator. **First Aid Professional training** from HITC (Hamad International Training Centre)

**Practical Fire Hands on Training** by DIA (Doha International Airport) and Ceasefire, Sahibabad

**TEC Supervisor** of Qatar Airways Special Assistance Team

# Extracurricular Activities

Appointed Captain of University Physical Culture Club for the session 2003-2004 Received Gold Medal in AMU Inter-hall Strongest man power lifting competition

Represented AMU two times in Inter-university power-lifting, weight-lifting & best physique tournament held at Gwalior and Patiala

Personal Details

**Nationality:** Indian

**Marital Status:** Married

**Passport:** R1410616 valid until 30-Jun-2027