



Sayed Mohammad Muslim

HR / ADMINISTRATION PROFESSIONAL

Shaanu2010@gmail.com - 9897477415 Agra, Uttar Pradesh

ABOUT ME

I am a Human Resources Manager. I am interested in working for a stable company that will encourage my growth and development to be the most efficient and effective employee I can possibly be.

CAREER OBJECTIVE

A Human Resources Manager with over 8 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/ Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labor Relations, Occupational Health & Safety, Pay Equity and other related labor laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

PROFESSIONAL

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
- Present the suggestions for the seniors of employees and implement their order.
- Train the new employees.

EMPLOYMENT HISTORY

➤ **TUFF SHOES AGRA**

**Human Resource Manager
April-2018 to Present**

(Shoe Manufacturing & Exporting Company) Total Strengths of employee **300** Professionals an S.A8000 and ISO

9001 Certified Company

Employees & Contractors - Agra, Uttar Pradesh -

➤ **HKHR INATERNATIONAL**

HR Manager (2014 to 2018)

(Shoe Manufacturing & Exporting Company) Total Strengths of employee **400** Professionals an S.A 8000 and ISO 9001

Certified Company

Employees & Contractors - Agra, Uttar Pradesh -

➤ **AMAR SHOE & LEATHER WEAR** - Artoni Agra, India.

HR Manager (2014-02 - 2014-10)

(Shoe Manufacturing & Exporting Company) Total Strengths of employee **900** Professionals an **S.A 8000 and ISO**

9001 Certified Company

➤ **NEELSON OVERSEAS** - Agra, Uttar Pradesh -

Sr. HR Executive (2012 – 2014)

55, T.P Nagar Agra, India.

Ladies Shoe Manufacturer & Exports company employing **400** professionals.

An S.A 8000 and ISO 9001 Certified Company

➤ **KISHOR EXPORTS** - Agra, Uttar Pradesh - India

HR Executive (2009 – 2012.)

Garments Manufacturer & Exports Company employing **450** professionals.

An S.A 8000, GOTS and FAIR TRADE Certified Company

Human Resources Management Professional seeking opportunities where experience in staffing, internal program development



Buyer Audits & Certifications

To have conducted Buyer Audits as well...

- ◆ SEDEX
- ◆ Mango
- ◆ KGS Resourcing
- ◆ Next
- ◆ SA 8000(2014)

RISPONSIBILITIES:-

1. To complete joining formalities -issuing offer letter, appointment letter, confirmation Letter and Salary grade.
2. To maintain Muster roll (FORM 12) on daily Basis for Daily Employees Attendance.
3. To maintain the Salary & Wages of Monthly & weekly for Employees & Contractors.
4. To maintain the PF, ESIC, Leaves Bonus, and Gratuity records.
5. To handle employee welfare (Canteen, Rest room Vehicle movement)
6. Short out the workers problems work (grievances) and maintain the organizational peace.
7. To Control Time office Functions-attendance, absentees, over time for all employees.
8. Maintain Personnel files records for employees
9. Maintained Daily MIS Report
10. Daily maintained Casual Worker Attendance & personal Files.
11. Floor Rounds and inspection.
12. Situated all company Department & Floor According to Audit & Compliance.
13. To handling with all Non Conformity & Findings, Observation by the period of Audit.
14. To maintained all Documents for Social Audits & Buyer compliance.
- 15. To Operating Time Attendance Software & Pay roll Management System.**
16. To implement remediation on non-compliance (NC) issues and follows up CAP (Corrective Action Plan)
17. To prepare comprehensive reports on audit reports for management review like internal audits and also buyer audits.
18. To Conduct internal audits and management review meeting as per schedule
19. Preparation of monthly PF & ESI Challan.
20. Responsible for renewal of Factory License.
- 21. Submission of half yearly and annual Factory Returns.**
- 22. Obtaining annual consent of Fire from fire department**
- 23. Submission of annual Bonus return to concerned labour office.**
- 24. Submission of monthly pollution report to related government department.**
- 25. Submission of monthly statistic production report to statistic department.**
- 26. Liaisoning with Government Department i.e. Labour, ESIC, EPFO, Factory Office, Fire Office & other.**

Education & Certifications

Course	Major Area	University / Board	Year of Completion
MSW	HR	ALLAHBAD UNIVERSITY	2017-18 (68%)
GRADUATION	MATHAMATICS	AGRA UNIVERSITY	2010 (66%)
INTERMEDIATE	P.C.M	UP BOARD	2006 (76%)
HIGHSCHOOL	P.C.M	UP BOARD	2004 (65%)

COMPUTER KNOWLEDGE & PERSONAL DETAIL

Additional Qualification:

- ◆ Diploma in Computer Application & Multiple D.C.A (One Year) in 2008 from excellent computers Agra.
- ◆ MS Office (MSWord, MS Excel, PowerPoint, Access, Outlook)
Access Internet, E-mailing, Searching Data

Personalization -

My Name: **SAYED MOHAMMAD MUSLIM**

Father's Name : **Shri. MOHAMMAD ASLAM**

Mother's Name : **Smt. SHABEENA BEGUM**

Date of Birth : **07 JULY 1989**

Nationality : **Indian**

Language known : **Hindi, English**

Gender : **Male**

Marital Status : **Unmarried**

By Professional: **HR**

Key Skills: **PF, ESIC, Payroll Management System, Labour laws, Gratuity, Bonus, salary wages, Employee joining Formalities etc....**

DECLARATION: -

I am Mohd.Muslim it is announced that the all information is right and true who's given to Myself, if any case it would be found wrong so my application would be cancelled by the comp.

Date:

Place: Agra (U.P.)

(MOHAMMAD MUSLIM)