CURRICULAM VITAE

**Mohd. Fazal Yusuf Siddiqui**

**Address:**

**House No.: 88, Adarsh Vihar (Adil Nagar),**

**Kalyanpur (west), Lucknow.**

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**CAREER OBJECTIVE**

To acquire professional edge through smart work and continuous learning. To hold a position of responsibility of growth along with having a long-term relationship to conduct myself in such a manner so as to uphold the dignity of the profession.

**SUMMARY**

Highly accomplished professional with over 3.9 years of experience providing exceptional services that exceed overarching organizational goals. I have experience in **Payroll Management, Labour Laws, Statutory Compliances like EPF Act, ESIC Act, Bonus, Gratuity, Contract Labour Act, Minimum Wages Act, Standing Order Act, WC Act, etc**. Proven ability to design, create, and implement training programs. Adept at acting as a liaison between diverse groups and encouraging a collaborative environment. Recognized as a dynamic leader and creative problem solver with superb interpersonal skills skilled in **Recruitment, Talent Acquisition, Employee Engagement ,HR Operations, HR Audits, Performance Management, Employee Grievance Handling, Organization Development, Payroll Management, Training & Development contributing to the development of Group HR initiatives, policies and procedures Effective organizer and team player with communication, negotiation and change management skills.**

**PROFESSIONAL QUALIFICATION**

* Qualified **UGC NET – HRM / Labour Welfare**.
* Completed **MBA (HR & IT)** from Institute of Co-operative & Cooperate Management Research & Training in 2017.
* Completed **B. Tech (CSE)** from Uttar Pradesh Technical University, Lucknow, U P, in the year 2013.

**ACADEMIC RECORD**

* Passed High School from CBSE Board in the year 2007.
* Passed Intermediate from CBSE Board in the year 2009.

**WORK EXPERIENCE**

* Currently Working as Manager – HR in Deepak Life Sciences Village Foundation Trust, Lucknow Since 2019.
* Worked as Manager (Legal & Statutory Compliances (HR)) in NAS Solutions, Lucknow from July- 2017 till Dec – 2018.
* I have worked as System Admin. In Rajendra College of Nursing, Lucknow from Dec- 2013 to July – 2015.

**SKILLS & RESPONSIBILITIES**

* Labour Laws
* Statutory & legal compliance (ESIC, PF, BONUS, GRATUITY ETC).
* Payroll management (Salary Breakup).
* Clients Handling.
* Handling all legal compliances.
* Attending HR Audits.
* Job description formation.
* HRIS.
* HR Operations.
* Talent Acquisition.
* Bench Management.
* Compensation & Benefits
* Recruitment & selection and Joining Formalities.
* Manpower Planning.
* Reference check of the employee from previous company.
* Documentation & maintain HR personal file.
* Prepare all HR letters.
* Provide Induction Training.
* Training and Development.
* Employee Grievance handling.
* Employee Engagements Activity.
* Induction Training.
* Employee safety, welfare, wellness and health etc.
* Provide strategic advice to employees and management.
* Establish Initiative to drive performance management.

**TRAINING & CERTIFICATES**

* Completed HR Practical Training from ALS Staffing.
* Completed MBA Summer Training in Kotak Mahindra Bank Ltd.
* I have completed CCNA course from Jetking Infotrain Ltd.
* I have participated in a Summer Training Programme on .NET at HCL Career Development Centre, Lucknow, U.P.
* I have completed a course on C Language from CETPA Infotech Pvt Ltd.

**ACADEMIC PROJECT**

* **Project Title:** -
1. Customer Satisfaction of E- Banking Services with reference to Kotak Mahindra Bank – (MBA)
2. NAT (Network Address Translation) – (B. TECH)

**TECHNICAL SKILLS**

* **Operating Systems:** MS DOS, Windows 97/NT/ XP/Vista/7
* **Programming Languages:** C, C++, HTML, CSS, ASP.NET
* **Databases:** SQLSERVER
* **Application Software:** Relyon Saral Pay pack, MS OFFICE, Dreamweaver, Visual Studio, Adobe Photoshop, etc
* **Website Framework:** WordPress
* **Other Skills:** Networking, MS EXCEL. Fast Typing speed, etc.
* **Job Portals:** Indeed, Shine.com, Naukri.com etc

**STRENGTHS**

* Keenness to learn new things.
* Ability to work comprehensively in a team.
* Ability to analyse situations quickly.
* Self-confidence.
* Good Explanation skills.
* Good communication Skills, etc.
* Leadership ability.

**HOBBIES**

* Playing cricket.
* Watching F1 and Moto GP.
* Computer Gaming.
* Knowing interesting things about anything.
* Studying and gaining information about new technology.
* Working on computer.
* Like to breed dogs and other animals.
* Athletics etc.

**ACHIEVEMENTS**

* Attended UP Investors Summit 2018 As a delegate.
* Attended AIMA Seminar.
* Won 1st prize in LAN Gaming contest in Annual Fest of Jaipuria Institute of Management, Lucknow.
* Won 1st prize in Photography contest in Annual Fest of ICCMRT, Lucknow.
* Played a cricket tournament from my college(MBA) team in IIM, Lucknow.
* Won 1st prize in PowerPoint presentation in college annual fest DISHA.
* Attended one day seminar on Ethical Hacking by Ankit Fadia in MCSGOC, Lucknow.
* Played Dabur Chayavan Prash Cup Inter College Cricket Tournament.
* Played Amicus Cup Inter Collegiate Tennis Ball Cricket Tournament 3 times.
* Played 30 yard inter college cricket tournament.
* Won many medals at school level in other sports activities.
* Won certificates in other activities at school level.

**PERSONAL DETAILS**

* **Father’s Name:** Mr. Mohd. Yusuf
* **Date of Birth:** 05th December 1991
* **Gender:** Male
* **Nationality:** Indian
* **Marital Status:** Unmarried
* **Language Known:** Hindi, English & Urdu.

**Date:**

**Place: Lucknow (Mohd. Fazal Yusuf Siddiqui)**