**Shaik Zarina Taj**

**CA:** Plot No.09 Laxmi Nagar, Phase -II, Dammaiguda, Hyderabad-500083

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| **Senior Manager – HR & Admin**  |

**ACD Communications Pvt Ltd, Hyderabad**

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**Senior Management: Human Resource**

**Snapshot:** Senior human resource management professional with **08+ years** of experience in managing HR operations across diverse organizations. Distinguished for significant contribution to accomplishing organizational growth objectives, enhancing operational efficiency & employee satisfaction by implementing various process improvement and employee welfare schemes across professional career. Exploring challenging senior managerial assignments with a professionally managed organization and I wish to set high goals for myself and try to achieve them.

**History of Excellence in…**

**Strategic Planning ~ Policy & Procedure Implementation ~ Statutory Interpretation ~ Performance Management ~ Retention Policies & Exit Formalities ~ Employee On-Boarding & Inductions ~ HR Budget Management ~ Resource Allocation ~ Employee Engagement ~ Job Evaluation ~ Competency Mapping ~ Talent Management ~ Training & Development ~ Team Leadership**

**Leadership Strengths & Highlights**

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| **Human Resource****Management** | Proven ability in managing core HR activities related to performance management, talent management, employee engagement; manpower planning and resources allocation; retention and reward policies, employee on-boarding and inductions. Assist managers in evaluating employees, conducting performance reviews and enhancing productivity by performance assessment tools. |
| **Process** **Improvement** | Expert in redesigning and streamlining processes to optimize business performance. Updating the senior management on latest industry trends, benchmarking and forecasting. Recommending new policies and practices matching with latest industrial trends, evaluating job offers and compensation practices for enhancing organizational attractiveness. |
| **Training &** **Development** | Adept at spearheading skill development centre, organizing sessions with employees to identify skill gap for implementing learning and development initiatives; implementing system for identifying potential leaders to take up future leadership roles in the organization. Proficient in identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies; leading MDP’s for leadership roles as well across organization. |
| **Performance** **Management** | Skilled in developing processes related to goal setting, job profiling, feedback, reward & recognition as well as competency mapping to bring in employee clarity of job expectations, development opportunities and career growth with the company. |
| **Team Building &** **Leadership** | Visionary & decisive leader, noted for sound, practical management style and excellent organization, communication, presentation & interpersonal skills; Proven ability to lead and motivate large cross-functional and multi-cultural teams to maximize productivity. |

**Professional Experience**

**ACD Communications Pvt Ltd, Hyderabad ~ Senior Manager – HR & Admin ~ June 2019 onwards**

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|  **Company****Brief** **India’s one of the R&D projects executed to Indian Army & DRDO and Manufacturer of**  **Telecommunication equipment’s, Military Antenna, Satellite Antenna & Defence antenna.**  |

**Key Responsibilities:**

* Employee On-Boarding, Inductions and Exit formalities.
* Leaves and attendance management crediting the leaves in every succeeding calendar(Jan)
* Liaison with various Govt organisations for Employee Provident Fund , ESI
* Monthly, Quarterly, Half yearly and yearly reports related to all statutory compliances
* Evaluates performances of the employees and determines the appropriate wages, bonuses, employee performance appraisals, gratuity and wage increase.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* Respond to inquiries regarding policies, procedures and programs.
* Handling the payroll, compensation, and Salary Advances, Loans and benefits administration.
* Maintaining Time record and Leave records of employees.
* Handling Final settlement and Leave Encashment.
* Ensuring that all HR staff handles employee personal data in a professional and confidential manner.
* Collaborate with the senior management team in defining/ implementing organization strategy and aligning HR Plans with business objectives encompassing human resource, industrial relations, welfare & administrative functions
* Define & implement HR policies & procedures as well as various process improvement initiatives aligned to changing market dynamics and other related factors.
* Coordinate activities related to design/ implementation of HR initiatives and incentive schemes for enhancing operational efficiency
* Guide team members in aligning HR systems/ processes aimed at developing talents of individual employees
* Set up, generate awareness on organizational HR practices to all people-managers in the organization for seamless implementation of the same across departments
* Ensure compliance to legal and statutory regulations in day to day operations. Maintain regular interaction with Government authorities (Labour, MPCB, MSEB, local Police and Administrative authorities) based on business requirements
* Identify future business requirements in terms of talent acquisition/development, employee engagement, operations, T&D & other aspects of workforce management
* Focus on employee safety, welfare, wellness and CSR activities, employee counselling & grievance handling as well as employee relations and customer responsiveness

**SLR Metaliks Ltd, M M Halli (Lokappana hola) ~ Officer - HR ~ Jun 2017 - May 2019**

**Company**

**Brief**

 **Manufactures vast variety of alloy steels and special steels conforming to all international**

 **Specification for vivid application in Auto sector, engineering railways and defence.**

**Key Responsibilities:**

* Stationary Management (over all plant)
* Issuing safety shoes, helmets, uniforms, watches and seating arrangements for new joinees
* Room allocation for new joinees at bachelor’s colony and Overall colony maintenance
* Visitors management, Arranging cultural activities, Asset management, Recruitment process, Courier management (Inward & Outward, monthly bill)
* Developing and implementing disciplinary policies, employee welfare policies and Co-ordinating to process payroll management
* Ensuring exit formalities are complied with and giving instructions on full and final settlements.
* Canteen Management and House Keeping and all administrative works
* Prepared end-of-the month final HR check list and Process implementation points assisted our HOD for its timely meeting with Managing Director.

**Sandur Manganese Iron Ore Power Pvt Ltd (SMIORE), Hosapete (Vyasankere) ~ Personnel Officer - HR**

 **July 2013 – Oct 2017**

**Company**

**Brief**

 **Sandur Manganese & Iron Ore limited is engaged in the mining of manganese ore, Iron ore**

 **and the manufactures of ferroalloys. The company’s segments include Mining, Ferroalloys,**

 **Power, Coke and Steel.**

**Key Responsibilities:**

* Prepares employee separation notices and related documentation and conducts exit interviews to determine reasons behind separations.
* Responsibilities include interviewing, hiring and training employees, frame offer packages, planning, assigning and directing work, and appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
* Requisitions for manpower vacancy and screening the right candidates
* Evaluates performances of the employees and determines the appropriate wages, bonuses, employee performance appraisals, and wage increase.
* Building a team effective for working under circumstances and makes sure that right people are included in the team, minimizing conflicts and increasing productivity.
* Managed resource planning within HR Shared Services and ensured allocation of resources and responsibilities across the team to deliver business results.
* Communicated with the team with clarity in a timely manner.
* Translated current and emerging HR process improvement & information strategies into concrete and measurable operational goals and objectives.
* Co-ordinating with finance department for processing of payments to employees. & dealing with the final settlement of employees when they leave.
* Manage Day to Day employee related issues by providing appropriate resolution
* Respond to inquiries regarding policies, procedures and programs.
* Handling the payroll, compensation and benefits administration and maintaining time record and Leave records of employees.
* Ensuring that all HR staff handles employee personal data in a professional and confidential manner.

**Other Short Term Assignments**

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| **Organization** | **Designation** | **Duration** |
| **Muneer Cars, Unit of Muneer Group, Hospet** | **HR - Manager** | **March 2012 - May 2013** |
| **BSNL Franchise, Bangalore** | **HR - Manager** | **April 2007 - March 2008** |

**Credentials**

**CLASS ROOM:**

* **Master in Business Administration (HR & Marketing), 2005-07**

Indian Academy School of Management Studies, Bangalore University, Bangalore, INDIA

* **Bachelor of Business Administration (Finance) 2003-2005**

Karnataka University, Dharwad, INDIA

**Skills:**

* SAP and currently working in Lighthouse ERP on Oracle

**Personal Details**

Name: Shaik Zarina Taj

Date of Birth: 11th July 1984

Linguistic Abilities: English, Hindi, Kannada, Tamil, Telugu, Urdu.

Contact Number: +91-7349248845.

With the above information are true to the best of my knowledge, I am also confident of my ability to work in a team.

Date:

Place:  **(SHAIK ZARINA TAJ)**