**MD MAZHAR SHARIEF**

Plot number: 6-1-98/2, P&T colony

Suncity Bandlaguda Jagir Pin code :500091

**Contact:** 9533317536

**Email:** mdsharief108@gmail.com



**Career Objective:**

To work with an esteemed organization where I can utilize my knowledge and skills for the benefit of the company and opportunity for my professional growth.

**PROFESSIONAL SYNOPSIS:**

As a Human Resource **Specialist** with 5 years of experience with sound understanding and in depth knowledge of the industry with expertise in HR functional systems, HR Operations, Process Excellence , Leave- Time sheet- attendance management, MIS reports , Onboarding, HR Payroll, Personal file Management , Audit, Data Analytics, Exit Formalities, Background Verification of Ex-employees and Query Management

**EMPLOYMENT HISTORY:**

**Tech-Mahindra from June-2014 as a Business Associate**(HR operations) till 13 feb 2020

**Roles and responsibilities:**

* Process owner for Tech-M separated employee verification & Personal File Management. Manages a team of 6 members who handles the queries from both internal (RMG) team & external vendors on employment verifications after necessary doc authentication, releasing skill set letters to ex-employees and managing end to end physical (Appx 100K+ files) & digital personal files (in PSA).
* Initiated the process of digitalizing personal files for 100K+ members and completed the entire activity within stipulated timeframe of 6 months by managing & mentoring the vendor team.
* Managing separated employees (reconnect) resolving the quires & requirement of ex associates. Letters i.e skill set letters ,RL & Sl ,F&F statements & form-16 , W2 forms ,recalculation of FFS advising re-initiating of FFS to payroll team if observed any discrepancy in FFS i.e shift allowances LOPs ,Notice period
* Managing separated employees’ employment verification queries from various employment verification screening agencies /vendors & suggested the automation from mailing process to online process .
* Worked with leave & timesheet management team, monitor timesheets for all Offshore associate’s during recurring payroll cutoff dates, Deferment of payment advises for timesheets shortfalls through automation bases on different payroll cutoffs
* Worked with separation Management team , base on resignation date and issuing resignation letters after retention discussions & advising FFS to payroll team after necessary checklist clearance.
* Managing employee data change based on requests from stake holders by following work flow.
* Support Onboarding team in for managing new joiners data, creation of GID base on the Pipeline report after release of offer letter & Pre-onboarding operations in validating docs and sharing the approvals to get updated in system.
* Preparation of MIS reports for the active associates & in-active associates present the data to leaders & supports in analyzing the attrition rate.
* Faced audit periodically from various internal & external Audit Teams (like: Delottie, BDO, KPMG, K&Y, Quality Audit teams etc.,) for all statutory requirements of Personal file & LMS.

###### **Achievements:**

* Received Appreciation and incentive from CFO for successfully completing the Digitalization process & clearing AUDIT.

* Achieved success in providing standard value-added metrics for team received two time Bravo award and best team award.

###### **TRAINING ATTENDED:**

###### Attended training Data protection & privacy level-1.

###### Foundation enterprise security.

###### People soft end user.

###### SAP HR & FICO

**TECHNICAL EXPERTISE:**  
 • Statistical skills using Microsoft Excel to analyze and organize data.  
 • MS Word and PowerPoint

**Educational Qualification:**

* **Master degree in Business Administration Specialized in Human Resources & Finance -**  Osmania University (2013)
* **Bachelor of Commerce** - Osmania University (2010)

**Personal Profile:**

Date of Birth : 18-2-1989

Nationality : INDIAN

Passport No. : L7457569

Languages Known : English, Hindi &Telugu

Marital Status : Married

Line of interest : listening music & Playing Volleyball

**Date:**

**Place: Hyderabad (MD.MAZHAR SHARIEF)**