**MOHAMMED MERAJ**

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**PROFESSIONAL SUMMARY:** Young & Dynamic Analytics Skills with Soft Skills & Leadership Training and HRBP Certification with exp of 6 years of right started career from Consultancy and to HRBP, Campus Drives worked with CFO, CTO, COO, Sr Managers & others Stakeholders for Employees Cycle management & we're involved in Business objective as being Reported to CFO ex CTO. Seeking Opportunities to learn and grow along with You by contributing my skills & Experience. Always open to learn new things in career.

**WORK EXPERIENCE**

**COMPANY: MEDLIFE INTERNATIONAL PVT LTD**

**PERIOD: SEP 2018 TO TILL DATE**

**DESIGNATION: Business HR Specialist – Strategy & Analytics @CFO office**

**Employee Cycle:** I was part of TA management, Screening the Candidates at Last Stage of Interviews to understand the Stability. Involved in Onboarding, Induction, Training & Development, Created New Managers Orientation Training, Campus Drives Coordinator, fresher’s Coordinator for complete query, resolving queries over mail, JIRA ticketing tool.

Provided Strategy & Operations support to a team of approx. 250 Employees, Preparing of Employee budget on Business as the no of employees need to be hired, Man Power Planning by internal or external, Manage Employee Engagement, Employee Grievance and Coordination with Vendors on BGV, Frames of Policies, Created Incentives, Process Change Management.

Performance management individually with help of reports by making daily, Weekly, Monthly Analysis, Trends and % wise, Advisor to BDM’S by showing Metrix/Report of their Daily Work And Coach and Advise Employees if there were disturb in work and conduct 1:1 meetings with Employees and take feedback for Business, Stakeholders and work positively.

Take Survey on Better improvement of work Culture and Environment, used 360 degree Performance managmt, conducted 1:1 Employee discussion to Manage Attrition Rate, Accountable for workforce Planning by developed Pipeline’s of Talent, Played an Integral role in evaluating Compensation & Performance.

Main contact person for Reimbursement Approvals only for Leadership Team, Vendor Payment Checks for CFO Office, Data Management manually in Excel as KPI, KRA, Maintenance of Confidential data of in tool

**Business Coordinator:** Coordination with COO to fill GAP between Employee and Business, Coordination with CEO, MD for taking signature on consent form, etc. Coordination with Stakeholders for Business review improvement twice in month such as Training require, new project implementation, etc.

Preparation of reports like sales Trends, Growth month wise, GMV, Net Margins,etc on behalf of CFO

**COMPANY: STANDARD CHATERTED GBS**

**PERIOD: SEP 2017 TO SEP 2018**

**DESIGNATION: Sr Officer : Generalist & Operations**

Engaged with Stakeholders, Sr Directors & Leads globally on Daily Bases by acting as advisor and handle their Queries & Grievance. Coordinated with Onboarding, Induction and assisted Employees to get on board, Coordinated With Compliance Team Globally to request Regulators Staffs Data, Analysis of Data and to Identify Regulators to Re Screen the Employees as per Bank Policy and Regulations.

Request Regulators to fill Consent form, Self Declaration Form,etc and Process these form with Vendors for Backgrounds Checks, if any Grievance, Risk are found and will Coordinated with Head’s of Departments and resolve accordingly. Solved Complex Problems Globally.

Handled 450 to 500 Employees form globally and Supervised for HR related queries, Handled Global Escalation, discrepancy and Maintained Employee Relations.

Support with ongoing management of HR policies & procedure for improvement of business and provided service delivery supports, Data Management, Coordinated with BGV team, Metrix managmt.

**COMPANY: MICROLAND PVT LTD**

**PERIOD: JUNE 2016 TO SEPTEMBER 2017**

**DESIGNATION: Sr HR Executive**

Screening and Hiring the Candidates for Tech Support, IT Helpdesk Voice Process and Non Voice Process, Going to Consultancy along with Tech panel and Shortlist the Candidates, Worked as Bulk Hiring, Campus Hiring, Walk-incoordination with L&D teams for training Program, and Develop Soft Skills and Tech Skills, Communication of new policies, Shifts changes, and other activities, Coordination for Employee engagement.

SPOC for Fresher, Campus Interviews for Tech support team, customer voice support, raising of offer letter and exit letters ,exit formalities, and creations of new job id, Salary Negotiation, Documentation, Vendor Managmt, HR data services maintained.

**COMPANY: PROVIZOR IT SERVICE PVT LTD**

**PERIOD: DEC 2013 TO MARCH 2016**

**DESIGNATION: Recruiter**

Sourcing for BPOs through social networking. Spoc for Clients to understand hiring requirements, Source of candidates for IT and ITES, Coordination with Candidates for Documents, Interviews Coordination until select or Reject, Spoc for Clients for Payment of invoice and others

**ACADEMIC QUALIFICATIONS**

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| Degree | Board | % Percentage |
| MBA Executive (weekends class2019-21) | ST JOSEPH COLLEGE, BANGALORE | 63% 4sem yet to complete in May/June |
| B. Com 2013-16 | CHRIST UNIVERISTY, BANGALORE | 58.65 |
| PUC 2011-13 | MODERN PU COLLEGE, BANGALORE | 70.12 |
| SSLC 2010-11 | MODERN ENGLISH SCHOOL, BANGLORE | 67.45 |

**ACHIEVEMENTS/ CERTIFICATION**

* Awarded Certificate of Recognition – Best Performer 16 – Support Service from MICROLAND- Stake holder
* Soft skill and leadership training certified from (Zeal Institution)
* The New HR 21st century Talent management online course.
* HRBP Certification: from Naukri Learning (few days ago)

**TECHNICAL/Knowledge:**

* Excel : V lookup, Formulas, Reporting, Data shorting, Pivot, Powerpoint.
* Hire craft Data Base Tool, Talio
* Mongo DB, JIRA

**EXTRA CURRICULAR ACTIVITIES**

* Participation in Cultural activities, Street play
* Participation in Seminars Business quiz.
* Participated in Skit performance.

**FAMILY & PERSONAL DETAILS:**

Father : Sharafat Ali (Embroidery Work)

Mother : Shaheen Banu (house wife)

Siblings : 3 Brothers & 1 Sister and I’m Eldest & have huge Responsibility’s.

I hereby declare that the above information is correct and true for best of my knowledge.

Meraj