

Nazeer Mohammed

Experienced HR Professional | Talent Acquisition | Streamlining HR Operations for Business Growth

Experienced and dynamic HR & Admin Executive with a track record of 13 years in spearheading and optimizing all facets of HR and administrative operations. Demonstrate expertise in talent acquisition, performance enhancement, training and growth, fostering employee relations, managing benefits administration, streamlining payroll processing, and overseeing office administration. Proficiently leverage HR software and tools, including SAP and Oracle, to drive organizational success.

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Achievements

- Successfully managed **the recruitment and onboarding** of 130 new employees in a 3-months period, reducing the time-to-fill by 30%.
- Utilized **data analytics** and **workforce metrics** to monitor and evaluate the effectiveness of the manpower plan, resulting in optimal resource utilization.
- Streamlined employee **performance evaluation system**, leading to a 20% increase in employee satisfaction and a 15% decrease in turnover.
- Identifying cost-saving opportunities and **implementing strategies** to reduce HR-related expenses while maintaining service quality.
- Implemented **Oracle HRIS** system, resulting in a 20% increase in efficiency, 25% reduction in payroll processing time, and 15% reduction in errors.
- Organizing and improved **HR department Audit** procedures according to ISO standards, ensuring quality business operations.
- Developed and implemented effective **HR policies and procedures**, resulting in a reduction in turnover rate by 20%.
- Designed and conducted an employee **engagement survey**, leading to a 15% increase in employee satisfaction scores.
- Demonstrated problem-solving skills in effectively managing emergent situations, such as labor strikes, through a **teamwork approach**.



Software

- Oracle HR/Payroll Module.
- MS Axapta ERP (HR & Payroll Module).
- HRMS Cloud System.
- MS Office.



Skills

- Recruitment & Selection
- MIS Report
- Crisis Management
- Payroll Processing
- HRIS / Software
- Employee Relation
- Office Administration
- Performance Appraisal
- Excellent Communication
- Team Building
- Strong Organization Skills
- Business Strategic Mgt



Projects

Saudi Arabia (08/2006 - 08/2008)

- Khursaniya Oil field & Gas Expansion Project.
- Qatif Pipeline Rehabilitation Phase V Project.

UAE (06/2009 - 09/2011)

- Hydra Avenue at Al Reem Island Civil Construction.

Saudi Arabia (01/2012 - 10/2014)

- Tabuk Cement Plant - Maintenance.
- Saudi Electricity Company - Maintenance.
- Saudi Dolomite Company - Installation.

Libya Africa (07/2017 - 11/2021)

- Shutdown/Maint. Mellitah Gas Plant - MOG.



Education

- 2009-05 MBA: Perusing - International Business.
- 2011-06 Bharathiyar University - Coimbatore, Tamil Nadu.
- 2003-06 Master of Arts: MMS - Master in Mgt and System.
- 2005-05 Thiagarajan College of Arts & Sci. - Madurai, TN.
- 2001-05 Bachelor of Arts: BCA - Computer Application.
- 2003-05 Madurai Kamaraj University - Madurai, Tamil Nadu.



Certification

- 2005-06 Leadership in Personality Development, ZEAL, TN.
- 2017-06 Core HR & Payroll - SPARK Chennai.
- 2019-09 IMS- Awareness Training ISO 9001, 14001.45001.



Languages

- English - Full Professional Proficiency.
- Arabic / Hindi / Malayalam - Professional Working Proficiency.
- Tamil - Native Proficiency.



Work History

2022-01 Still	Human Resource Business Partner <i>Flame-59, Event Management Company - Madurai</i> <ul style="list-style-type: none"> Develop a deep understanding of business goals, challenges, and culture. Building business partnerships by aligning HR initiatives with customer business strategies and objectives. Provide HR support to business units (BU), including performance management, succession planning, employee relations, leadership development, crisis management and workforce planning. Partner with line leaders to address employee relation matters and provide expert advice and training. Ensure compliance with applicable labor laws, regulations, and company policies. Promote a positive work environment through employee engagement initiatives, recognition programs, and team-building activities. Monitor employee morale and satisfaction, identifying areas of improvement and implementing strategies to enhance employee experience and prepare HR reports and analyses to track key metrics and trends.
2017-08 2021-11	HR & Admin. Executive <i>INTECH - Industrial Technology and oil services Ltd, Tripoli</i> <ul style="list-style-type: none"> Managed HR staff and oversaw HR tasks and initiatives, including payroll, insurance and employee document Ensured compliance with legal requirements for internal & external HR Audits. Conducted recruitment activities, from sourcing candidates to screening resumes and Conducting interviews. Coordinated new hire onboarding process, including orientation, training, and paperwork completion. Administered benefits programs, including health insurance and retirement plans. Processed payroll and maintained accurate attendance records, resulting in a 10% reduction of payroll errors. Enhanced team workflows and employee job satisfaction through effective communication and coordination. Implemented performance reviews and motivational strategies to improve HR team performance. Payroll management - Overtime / Loan & Deduction, leave & Service benefit, and Final reconciliation. Managed office administration tasks, including supplies, scheduling meetings, and events.
2015-01 2017-06	HR & Admin. Officer <i>TOP BUILDERS INTERNATIONAL W.L.L., Doha</i> <ul style="list-style-type: none"> Worked with managers to ensure compliance with organizational policies and recommended changes. Maintained proper communication flow and execution of planned initiatives and projects. Managed monthly payroll, attendance, timesheet, deductions, benefit, leave and manpower planning Supported strategic and operational HR initiatives and participated in shared governance and collaboration. Resolved employee relations concern and conducted disciplinary investigations. Managed recruitment processes, including vacancy tracking and interview coordination. Assisted in office administration tasks, maintaining calendars, organizing events and activities.
2012-01 2014-10	HR Executive <i>Energy Contracting & Trading Ltd, Jeddah</i> <ul style="list-style-type: none"> Prepare MIS reports, processed attendance, leave, insurance and payroll, Gosi, leave, iqama, passport etc. Enhanced employee engagement, loyalty and commitment to the company values. Assisted in recruitment activities, including job posting, openings, screening and interviews. Coordinated employee onboarding, orientation and completion of paperwork. Managed Claudine software for payroll and benefits enrollment. Analyze and modified compensation and benefits policies compliance with legal requirements. Maintain positive employee relations and a progressive work environment.
2009-06 2011-09	HR Officer <i>TAFSEER CONTRACTING & GEN. MAINT. CO. L.L.C., Abu Dhabi.</i> <ul style="list-style-type: none"> Managed day-to-day HR operations and maintained employee confidentiality. Led recruitment and research processes, facilitated employee onboarding and supported talent acquisition. Identified training needs and coordinated training programs. Implemented Oracle HRMS system and ensured payroll management and compliance. Handled leave settlement, end-of-service benefits and exit formalities. Improved team workflows and communication, facilitated policy implementation and enforced compliance
2006-10 2008-10	HR Coordinator <i>RH AL-MARRI & SONS COMPANY, Abqaiq</i> <ul style="list-style-type: none"> Assisted in recruitment processes, including job ads, interviews and offer letters. Maintained employee files and ensured compliance with legal requirements. Coordinate with the site admin office and managed employee movements. Processed payroll and maintained accurate attendance records. Conducting employee induction program and prepared HR reports. Tracks staff movement, attrition, and vacancies. Provided administrative support and submitted MIS reports.