

Abdul Basith Rasheed Ahamed

Human Resources & Administration Professional

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🇮🇳 Indian 💍 Married 👤 Male

in <https://www.linkedin.com/in/abdul-basith-rasheed-ahamed-8b064816>



Certified Human Resources Management professional with over 14 years of outstanding management and supervisory experiences. Strongly self-motivated and able to motivate personnel to the highest performance standards. Able to work with employees at all levels as the liaison for human resource affairs. Demonstrated commitment to leadership through positive contributions in boosting employee morale, improving retention and productivity rates, and streamlining policies and procedures. Work closely and effectively with employees at diverse levels as the liaison for human resource generalist affairs. Outstanding and dedicated team player with strong analytical, communication, interpersonal, problem-solving skills and employee recruiting expertise.

Professional Experience

HR Administration Manager

Engineering Industrial Products FZ LLC

- Planning Human Resources & Administration activities
- Recruitment and Retention.
- Managing the payroll function, Compensation & Benefits
- Developing and ensuring compliance with organization policies and procedures.
- Running employee relations programs.
- Overseeing the office management function.
- Leading the HR department.
- Employee Relations.

07/2021 – 09/2022

Ras Al Khaimah,
United Arab Emirates

Executive Employee Relations

Zamil Steel Industries – RAK Branch

- Communicate policies pertaining to Human Resources, compensation, and benefits
- Oversee employee orientation and training.
- Preparation and processing of all type of documents like promotions, lateral transfers, downgrades, salary certificates and salary adjustments in compliance with approved guidelines and policies in a timely manner.
- Prepare Annual budget for the Department.
- Processing of EOSB, Exit interview.
- Prepare weekly & monthly reports about the employee status to the management.
- Proactively manage the timely application and new employment visa processing, renewal & cancellation of all employment visas by coordinating with the PRO.

09/2015 – 06/2021

Ras Al Khaimah,
United Arab Emirates

Human Resource Assistant

eGrove Systems Pvt Ltd

- Assisting with day to day operations of the HR Functions & providing administrative support to Head of Department.
- Compiling & updating employees records, perform orientations of new staffs.
- Maintaining HR Records and preparing various reports for relevant need.
- Processing of payroll, termination, compensation & benefits and Exit interviews.

10/2013 – 02/2015

Chennai, India

Marketing Specialist (HR & Admin)

Al Iqbal Trading & Contracting Co

08/2010 – 08/2013
Al Khobar, Saudi Arabia

- Support all Administration activities in and around the organization.
- Maintain calendars of management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Preparation and process purchase orders and documents in accordance with company policies and procedures.
- Issues import and export letters of credit (LC) and assist with customs clearing agent to clear the shipments without any discrepancies.

Admin Assistant cum HR

Hajee AMS Mohamed Abubacker & CO

06/2008 – 04/2010
Ramanathapuram, India

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system.
- Maintaining HR files and databases.
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Responsible for recording all employee information such as personal data, attendance, benefits, compensation, and holidays.

Education

Master of Business Administration in HR & Marketing

University of Madras

06/2006 – 04/2008
Chennai, India

Post Graduate Diploma in E-Business Management

University of Madras

06/2006 – 04/2007
Chennai, India

Bachelor of Business Administration

Bharathidasan University

06/2003 – 04/2006
Trichy, India

Skills

- | | | | |
|---------------------------|----------------------|---------------------------|----------------------|
| • Microsoft Office | • HRMS, HRIS & HCM | • Oracle ERP | • HR Policy |
| • Recruitment & Retention | • Payroll Management | • Compensation & Benefits | • Employee Relations |

Languages

- | | | | |
|-----------|---------|----------|-------------|
| • English | • Tamil | • Arabic | • Malayalam |
| • Hindi | | | |

Declaration

Every information furnished in the above document is accurate and free of errors. Therefore, I take every responsibility of the words said.



Abdul Basith Rasheed Ahamed