

RAHEEM SHAIK

HR OFFICER/TK COORDINATOR

PROFILE

Experienced HR Officer, excelling in optimizing executive workflows and refining operations. Demonstrated success in elevating team dynamics and autonomously orchestrating schedules. Keen to drive excellence within your team.

CONTACT

- +966 0539857088
- raheemshaik618@gmail.com
- Riyadh

EDUCATION

Bachelor of Commerce
Telangana University – 2014

COMPUTER SKILLS

- Tally ERP
- Booking (Resource Planning Software)
- MS-Office
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DRIVING LICENCE

- LD License – KSA
- LD License - QATAR

PERSONAL DETAILS

- DOB: 23-01-1994
- Nationality: Indian
- Visa Status: Resident
- Iqama: Transferrable

Objective

To pursue a successful, challenging & exciting career that enables me to use my maximum potential to the benefit of the organization and which will in return satisfy my personal goal of self enhancement, enrich my skills and compliment my passion for leaning.

EXPERIENCE

EMPLOYEE RELATION OFFICER/ MANPOWER COORDINATOR

NEW AL HAZAM CONTRACTING CO. – RIYADH.

OCT – 2024 to till date.

- Managing Employee's mobilization process cases, Maintaining Employment policies.
- Advising HR team in dealing with employee related issues and maintaining healthy relationships between Management-HR-Workforce.
- Counseling and providing guidance and support to the employees and resolving their issues.
- Aiding Communication between Management and employees and resolving issues.

HUMAN RESOURCES OFFICER/ TK COORDINATOR

UCC- BAHADIR-TEDESCHIA | QATAR.

NOV - 2020 to JUN -2024

- Enhanced team workflow and employee job satisfaction with coordination between managers and employees.
- Managing Timekeeper activities for 2,000+ workforce.
- Review timecards to ensure the employee's time is accurately recorded and complete.
- Provide reports to management regarding employee attendance, tardiness, and productivity.
- Provided thoughtful and engaging new employee onboarding presentations to energize the workforce and set organizational expectations.
- Supervised job interviews and conducted exit surveys to verify compliance with HR best practices.
- Conducted check-ins with employees to assess workplace health and personnel engagement.
- Coordinated employee placements and administrative details. Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Improved office efficiency by effectively managing internal communications and correspondence.
- Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
- Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
- Processed paperwork and hiring details for promotions and lateral position changes.

STRENGTH

- Teamwork
- Problem Solving
- Strong Communication Skills
- Written Communication
- Job Interviews arranging
- Petty Cash handling
- Managing clerical work
- Internal Communication

LANGUAGES

- English
- Hindi
- Arabic
- Telugu

HR- ASSISTANT / TIMEKEEPER

SAMKO INTERNATIONAL | QATAR

DEC -2018 to OCT 2020

- Updating daily activities sheets of workers and staff Handling Visa issuances,
- Monitor and record employee work hours accurately.
- Maintain and update timesheets and attendance records.
- Process payroll based on recorded hours and attendance.
- Work with employees to resolve errors like missing punches and job corrections.
- For corrections after the payroll has been processed, complete a Timecard Adjustment Form, obtain the employee and supervisor signature, and email to the Payroll department.
- Renewal process & Visa cancellations etc.
- Regular update of HR Master list, Auditing HR-master list monthly/annually.
- Weekly Master list Report to HR- Manager.
- Preparation & Issuance of Offer letters to the new joiners
- Mobilization process of new employees joining and Medical process.
- Handling Daily Update of timekeepers list.
- Coordinating with Camp Bosses for smooth dealing with worker's queries.
- Salary adjustment / incentives of employees and workers Transportations.
- Air Tickets booking for staff and workers.
- Preparation of Experience certificates of employees
- Other clerical work at HR/Admin/Accounts Dept.
- Responsible for petty cash & Bank transactions.
- Follow up Outstanding Receivables Coordinate & provide support for all accounting activities for the company Handle day-to-day accounting transactions

I hereby declare you that the above-mentioned information is correct as per my knowledge.

DATE:

SIGN: