

# Abdul Basith Rasheed Ahamed

*Strategic HR & Admin | Procurement & Supply Chain Expert |  
Driving Business Growth & Development*

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📅 11 Jun 1985 🇮🇳 Indian 📄 Employment Visa (Transferable)

## CAREER OBJECTIVE

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Versatile and dedicated professional with 15 years of overall experience, including 10 years in Human Resources & Administration, 3 years in Procurement & Supply Chain, and 2 years in Business Development. Seeking a challenging leadership role in a dynamic organization where I can effectively utilize my cross-functional expertise to streamline operations, enhance workforce productivity, optimize supply chain processes, and drive business growth. Committed to delivering strategic value through strong organizational, negotiation, and relationship management skills while fostering a culture of continuous improvement and innovation.

## PROFESSIONAL EXPERIENCES

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### HR Manager

Nov 2023 – Jan 2025

AKIS Technical Services LLC

Dubai, UAE (1 year, 3 months)

- Lead and manage a team of 6 HR professionals, assigning roles and ensuring task completion.
- Conduct regular team meetings to review priorities, resolve bottlenecks, and align with company goals.
- Coach and mentor team members to improve efficiency and professionalism.
- Work with senior management and operations to forecast manpower needs based on ongoing and upcoming projects.
- Develop HR strategies to meet short- and long-term business requirements (e.g., mass mobilizations, site expansions).
- Oversee end-to-end recruitment operations through the HR team: job posting, shortlisting, interviews, offers.
- Ensure timely mobilization of engineers, technicians, supervisors, and facility staff.
- Maintain a manpower pipeline for urgent and future needs.
- Develop and enforce HR policies and procedures tailored to facility management and MEP operations.
- Ensure consistent policy communication and application across departments and sites.
- Implement and monitor appraisal systems for all employee categories.
- Guide supervisors on setting KPIs and evaluating staff fairly.
- Identify high performers and propose career development or reward strategies.
- Plan technical and soft-skill training in collaboration with department heads (e.g., HVAC certification, safety training).

- Assign team members to track certifications and refresher programs.
- Monitor training effectiveness and maintain training records.
- Oversee housing, transportation, medical, and site welfare arrangements for labor and technicians.
- Handle escalated grievances and maintain industrial harmony.
- Ensure proper disciplinary procedures are followed.
- Supervise team members managing attendance, overtime, and payroll inputs.
- Ensure compliance with WPS and timely salary disbursements.
- Validate leave, EOSB, and final settlements with accuracy.
- Monitor labor law changes and ensure the company remains compliant.
- Oversee visa processing, contract renewals, and legal documentation for all employees.
- Ensure readiness for audits (Labor Dept., ISO, QHSE).
- Review and submit HR reports: recruitment status, headcount, turnover, and performance metrics.
- Use HR analytics to suggest improvements in workforce planning and retention.
- Conduct regular reviews with senior management and operations.
- Act as the HR point of contact for Project Managers and Facility Supervisors.
- Support project-specific HR needs such as bulk hiring, transfers, or night shift coverage.
- Ensure site teams have adequate HR support through designated team members.

### **Career Break**

Oct 2022 – Oct 2023

*Gap Year*

Tamil Nadu, India (1 year, 1 month)

Took a voluntary career break for personal reasons including:

- Self-reflection and career exploration to determine long-term career goals.
- Engaged in independent study and skill-building activities to enhance professional competencies.
- Pursued personal interests and hobbies to promote work-life balance and overall well-being.
- Managing household responsibilities and providing emotional support during challenging times.
- Provided essential medical support and caregiving to aging parents, ensuring their health and well-being by accompanying them to appointments, managing medications and attending to their daily needs.
- Supporting family members or loved ones during life transitions.
- Dedicated time to prioritize personal health and wellness, including physical exercise, mental well-being activities and self-care practices to ensure readiness to re-enter the workforce with renewed energy and focus.

### **HR Administration Manager**

Jul 2021 – Sep 2022

*Engineering Industrial Products FZ LLC*

Ras Al Khaimah, UAE (1 year, 3 months)

- Lead and supervise a team of 3 HR & Admin staff, assigning roles in recruitment, admin, and site coordination.
- Ensure smooth functioning of HR operations across multiple project sites and the head office.
- Review staff performance and provide mentorship to improve productivity and compliance.
- Coordinate with project managers to forecast manpower needs for fabrication units, site installation teams, supervisors, and support staff.
- Oversee recruitment, selection, and onboarding of skilled laborers, glass installers, aluminium fabricators, and site engineers.

- Maintain a manpower deployment tracker for all active projects.
- Ensure proper documentation for all employees (contracts, IDs, visas, trade licenses).
- Track and renew work permits, Emirates ID, and labor cards.
- Ensure strict compliance with local labor laws and industry-specific regulations.
- Assign admin staff to coordinate accommodation, site transport, and PPE distribution.
- Ensure administrative support (tools, IDs, meals, site passes) is provided across fabrication and installation locations.
- Track site staff attendance, timesheets, and overtime in coordination with supervisors.
- Supervise payroll processing including attendance, overtime, site allowances, and WPS compliance.
- Monitor leave balances, sick days, and end-of-service settlements.
- Handle employee queries regarding salaries and benefits.
- Develop and implement evaluation methods for project-based roles.
- Support project heads in assessing installers, fabricators, and team leaders.
- Address labor complaints and resolve conflicts in a professional and legal manner.
- Organize safety inductions and toolbox talks for project teams in collaboration with the HSE officer.
- Track and update staff technical certifications (glass installation safety, scaffolding, etc.).
- Promote health and safety compliance on all job sites.
- Oversee office administrative functions such as procurement of supplies, equipment maintenance, and documentation.
- Handle scheduling, travel arrangements, and clerical support for management.
- Ensure proper filing of HR, project, and admin records.
- Submit regular reports on manpower status, absenteeism, site-wise deployment, and hiring status.
- Coordinate between management and site teams for HR/Admin needs.
- Support internal and external audits with accurate documentation.
- Manage staff demobilization after project completion, including exit formalities and settlements.
- Redeploy qualified employees to upcoming projects or update the labor pool accordingly.

### **Executive Employee Relations**

Sep 2015 – Jun 2021

*Zamil Steel Industries – RAK Branch*

Ras Al Khaimah, UAE (5 years, 10 months)

- Serve as the primary point of contact for executive-level employees regarding employee relations matters, providing guidance, support, and resolution.
- Conduct thorough investigations into employee complaints, grievances, and conflicts, ensuring a fair and impartial process in accordance with company policies and legal requirements.
- Develop and implement strategies to promote a positive workplace culture and enhance employee engagement and satisfaction among executives.
- Collaborate with HR Business Partners and Legal counsel to develop and revise employee relations policies, procedures, and practices to align with company values and objectives.
- Advise executives and senior leadership on employee relations trends, risks, and opportunities, providing recommendations for proactive action.
- Facilitate mediation and conflict resolution processes between executives, managers, and other stakeholders, promoting open communication and mutual understanding.

- 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.
- Manage the recruitment and onboarding process for executive-level positions, including job postings, applicant screening, and interview scheduling.
- Proactively manage the timely application and new employment visa processing, renewal & cancellation of all employment visas in liaising with the company PRO.
- Oversee employee benefits administration, including enrollment, changes, and inquiries related to health insurance, retirement plans, and other benefits programs.
- Prepare weekly & monthly reports about the employee status to the management.
- Manage general administrative tasks, such as office supply management, mail distribution, and facility maintenance coordination.
- Coordinate company events and meetings, including scheduling, logistics, and catering arrangements.

### **Business Development Executive**

Oct 2013 – Feb 2015

*eGrove Systems Pvt Ltd*

Tamil Nadu, India (1 year, 5 months)

- Identify and approach potential clients to offer recruitment and HR consultancy services.
- Build and maintain long-term relationships with corporate clients and decision-makers.
- Conduct regular follow-ups with clients to understand ongoing and future hiring needs.
- Conduct market research to identify new business opportunities, industry trends, and target clients.
- Generate leads through cold calling, email campaigns, networking events, job fairs, and social media platforms.
- Work closely with the recruitment team to communicate client requirements and hiring timelines.
- Ensure the quality and turnaround time of candidate submissions meet client expectations.
- Provide feedback from clients to the recruitment team for continuous improvement.
- Promote the companies HR services through various marketing channels (digital platforms, industry events, etc.).
- Maintain accurate records of business development activities, client interactions, and deals closed.
- Generate weekly/monthly reports for management review on performance, targets achieved, and upcoming opportunities.

### **Procurement & Supply Chain Specialist**

Aug 2010 – Aug 2013

*Al Iqbal Trading & Contracting Co*

Al Khobar, KSA (3 years, 1 month)

- Identify and finalize vendors who accept LC terms.
- Ensure vendor agreements comply with LC requirements (Incoterms, delivery schedules, documentation, etc.).
- Coordinate with the finance/banking team to initiate LC issuance.
- Ensure all required documents are accurately prepared:
- Plan and arrange transportation in alignment with LC terms (e.g., FOB, CIF, etc.).
- Ensure the shipment is dispatched within the LC validity and shipment window.
- Track and monitor the shipment to ensure timely delivery.
- Work with the issuing and negotiating bank for LC confirmation and document submission.

- Ensure timely presentation of shipping documents to the bank to avoid discrepancies.
- Follow up on payments and release of funds.
- Ensure that all terms and conditions of the LC are strictly followed to avoid payment issues.
- Handle any discrepancies or amendments needed in the LC.
- Mitigate risks by verifying the reliability of suppliers and carriers.
- Act as the communication link between suppliers, finance team, and logistics providers.
- Update internal teams on shipment status and document flow.
- Coordinate any post-shipment requirements or clarifications.
- Maintain records of all LC transactions.
- Analyze supplier performance related to LC shipments (accuracy, timeliness, compliance).
- Report LC utilization and effectiveness to management.

**Admin Assistant cum HR**

Jun 2008 – Apr 2010

*Hajee AMS Mohamed Abubacker & CO*

Tamil Nadu, India (1 year, 10 months)

- Manage front desk duties, including answering phones, greeting visitors, and handling inquiries in a professional and courteous manner.
- Assist with scheduling meetings, appointments, and conference room bookings for management and staff.
- Handle incoming and outgoing mail, packages, and deliveries, ensuring timely distribution and processing.
- Maintain office supplies inventory, ordering supplies as needed and keeping track of expenditures within budget limits.
- Assist with travel arrangements for employees, including booking flights, hotels, and transportation as required.
- Provide administrative support to HR functions, including recruitment, onboarding, benefits administration, and employee records maintenance.
- Assist with the recruitment process by posting job openings, reviewing resumes, scheduling interviews, and conducting reference checks.
- Coordinate new hire onboarding activities, including preparing paperwork, scheduling orientation sessions, and assisting with employee orientation.
- Maintain accurate and up-to-date employee records in the HRIS (Human Resources Information System), including personal information, employment history, and performance evaluations.
- Assist with benefits administration tasks, such as enrollment, changes, and inquiries related to health insurance, retirement plans, and other benefits programs.
- Respond to employee inquiries regarding HR policies, procedures, and programs, providing information and assistance as needed.
- Assist with employee offboarding processes, including conducting exit interviews, processing paperwork, and coordinating final payments.
- Prepare and distribute HR-related correspondence, such as offer letters, employment verification letters, and disciplinary notices.
- Provide general administrative support to the office, including filing, photocopying, and organizing documents and materials as needed.

## EDUCATION

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### **Master of Business Administration in HR & Marketing**

*Mohamed Shatak College of Arts & Science*

Jun 2006 – Apr 2008 | Chennai, India

### **Post Graduate Diploma in E-Business Management**

*Mohamed Shatak College of Arts & Science*

Jun 2006 – Apr 2007 | Chennai, India

### **Bachelor of Business Administration**

*MIET Arts & Science College*

Jun 2003 – Apr 2006 | Trichy, India

## SKILLS

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- HRMS, HRIS & HCM
- Recruitment & Retention
- Employee Relations
- Cost & Inventory Management
- Analytical & ERP System
- Payroll Management
- Communication & Interpersonal Skills
- Market Research & Analysis
- HR Policy
- Compensation & Benefits
- Negotiation & Vendor Management
- Sales & Strategic Thinking

## LANGUAGES

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- English
- Arabic
- Hindi
- Tamil
- Malayalam

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**