



Md Hamid Raza Khan

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ABOUT ME

Bilingual Human Resources Manager with over 15 years of experience driving success in HR functions. Expertise in leveraging strong communication skills and emotional intelligence to foster team collaboration and create positive work environments. Proven ability in employee relations, talent acquisition, and retention, dedicated to supporting high-performing teams and contributing to organizational growth.

WORK EXPERIENCE

INTECH - Industrial Technology Oil Services – Tripoli, Libya

City: Tripoli | **Country:** Libya | **Name of unit or department:** HR - **Business or sector:** Electricity, gas, steam and air conditioning supply

Human Resources Manager

[17 Jun 2024 – 21 Jul 2025]

Key Responsibilities:

- **Workforce Planning and Recruitment:**
 - Directed the recruitment, selection, and deployment of skilled professionals for oil and gas projects, ensuring timely fulfillment of manpower requirements for onshore and offshore operations.
- **Regulatory and Industry Compliance:**
 - Ensured full compliance with Libyan labor laws, international safety standards, and environmental regulations applicable to the oil and gas sector.
- **HR Policy Development and Implementation:**
 - Designed and enforced HR policies tailored to rotational staffing, hazard pay, and travel allowances, optimizing efficiency and workforce satisfaction.
- **Employee Engagement and Relations:**
 - Fostered positive employee relations in remote and high-risk environments, addressing grievances and ensuring high morale and productivity.
- **Performance Management:**
 - Implemented performance review systems to align employee goals with project objectives, improving operational efficiency and team accountability.
- **Compensation and Benefits Administration:**
 - Managed competitive salary structures and project-specific benefits to attract and retain top industry talent, enhancing workforce stability.
- **Contractor and Vendor Coordination:**
 - Oversaw HR operations for both direct employees and subcontractor teams, ensuring adherence to contractual obligations and workforce regulations.
- **Conflict Resolution and Crisis Management:**
 - Mediated workplace disputes and resolved crises in high-pressure settings, maintaining productivity and operational continuity.
- **On-Site HR Support:**
 - Provided direct HR services to field teams, including rotational staff logistics, welfare programs, and remote assistance.

Jaddarah Workforce Service Company – Jubail, Saudi Arabia

City: Jubail | Country: Saudi Arabia

HR Administrator

[20 Jan 2022 – 23 Mar 2024]

Managed and executed a wide range of HR functions, ensuring efficient operations and delivering comprehensive support to the Payroll, Visa, and Recruitment teams.

Payroll Management:

- Oversaw the Payroll team in processing accurate and timely payroll for a diverse workforce.
- Ensured compliance with tax regulations and company policies related to payroll processing.

Visa Administration:

- Coordinated visa and work permit processes for international employees, ensuring compliance with immigration laws.
- Liaised with government agencies and legal counsel to streamline visa procedures.

Recruitment Support:

- Collaborated with the Recruitment team to manage candidate sourcing, screening, and interview scheduling.
- Assisted in the development and implementation of recruitment strategies to meet staffing needs.

Employee Conflict Resolution:

- Addressed and resolved employee conflicts and concerns, fostering a positive work environment.
- Conducted investigations and implemented corrective actions as necessary.

Employee Query Resolution:

- Managed and responded to employee queries related to HR policies, benefits, and other HR-related matters.
- Guided HR-related inquiries and ensured timely resolution.

Documentation and Compliance:

- Maintained accurate and up-to-date employee records, ensuring compliance with company policies and legal requirements.
- Assisted in the development and implementation of HR policies and procedures.

Training and Development:

- Supported employee training initiatives, coordinating training sessions and tracking employee development plans.
- Facilitated orientation sessions for new hires.

United Readymix WLL. – Doha, Qatar

City: Doha | Country: Qatar

HR Supervisor

[5 Sep 2015 – 2 Nov 2021]

- Provided expert guidance on labor and employment laws, advising employers on compliance and best practices. Successfully interpreted labor relations policies and supported the negotiation of agreements to drive effective workforce management.
- Reduced workplace grievances and arbitration needs by training frontline managers on effective communication techniques, fostering positive relationships between leadership and employees, and promoting a culture of collaboration and mutual respect.
- Maintained a high level of accuracy and efficiency in daily HR operations, contributing to overall organizational effectiveness and ensuring alignment with company policies and objectives.
- Streamlined the onboarding process for temporary employees by accurately entering personnel data into HR systems, conducting orientation sessions, and ensuring new hires were equipped with necessary tools and information.
- Managed payroll functions, including precise calculations for overtime, vacation, and sick leave hours, to maintain payroll accuracy. Prepared and reviewed payroll reports, and collaborated with finance teams to ensure compliance with organizational policies.

- Provided subject matter expertise to management and employees on HR and payroll-related matters, effectively resolving discrepancies and addressing concerns to enhance employee satisfaction.
- Developed and implemented training programs for staff, ensuring continuous skill development and alignment with organizational goals.
- Ensured compliance with regulatory standards by maintaining up-to-date employee records, monitoring legal changes, and preparing for audits.
- Supported talent acquisition efforts by assisting in recruitment processes, including screening, interviewing, and onboarding candidates to meet organizational needs.

Just Dial – Noida, India

City: Noida | Country: India

HR Executive

[10 Jun 2009 – 20 Aug 2015]

- Designed and published over 10 job advertisements across platforms such as Indeed, LinkedIn, and Naukri, effectively attracting a diverse and qualified talent pool.
- Partnered with department heads to assess workforce needs, craft job descriptions, and implement tailored recruitment strategies that aligned with organizational objectives.
- Advised line managers on addressing workplace challenges, including resolving conflicts, managing pay disputes, and improving employee performance, fostering a collaborative work environment.
- Conducted exit interviews to gather employee feedback, analyzed trends, and developed strategies to enhance retention and engagement.
- Led recruitment and selection processes, including resume screening, interview coordination, candidate evaluation, and onboarding, ensuring efficient hiring within budget and deadlines.
- Supported employee relations by addressing grievances, mediating disputes, and facilitating open communication to maintain workplace harmony.
- Ensured compliance with labor laws, company policies, and industry standards, proactively addressing potential risks and aligning HR practices with legal requirements.
- Organized and facilitated employee engagement initiatives and training programs to boost morale, foster collaboration, and drive productivity.
- Managed and maintained HR databases, ensuring data accuracy, confidentiality, and compliance with regulatory standards.
- Delivered seamless recruitment experiences by overseeing end-to-end hiring processes, from candidate sourcing and assessment to onboarding and integration into the organization.

EDUCATION AND TRAINING

MBA / PGDM

Institute of Management Education(IME) [14 Apr 2010 – 5 Mar 2012]

City: Ghaziabad | Country: India | Website: <https://imesahibabad.ac.in/>

Bachelor of Information Technology

Kuvempu University [10 Jun 2006 – 10 May 2009]

City: Delhi | Country: India | Website: <http://www.kuvempu.ac.in/kan/index.php>

Higher Diploma In Computer Application

NIIT Delhi South Extension Centre [5 Jan 2007 – 12 Jan 2008]

City: Delhi | Country: India | Website: <https://www.niit.com/>

LANGUAGE SKILLS

Mother tongue(s): Hindi | Urdu

Other language(s):

English

LISTENING C2 READING C2 WRITING B2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Arabic

LISTENING A1 READING B2 WRITING A1





SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office / Social Media / Team-work oriented / Enterprise-Resource-Planning-Software (ERP) / Oracle HRMS / Application Tracking System (ATS)

DIGITAL SKILLS TEST RESULTS

 Information and data literacy	ADVANCED Level 6 / 6
 Communication and collaboration	ADVANCED Level 5 / 6
 Digital content creation	ADVANCED Level 6 / 6
 Safety	ADVANCED Level 5 / 6
 Problem solving	ADVANCED Level 6 / 6

Results from a [self-assessment](#) based on [The Digital Competence Framework 2.1](#)

DRIVING LICENCE

Driving Licence: A

Driving Licence: B

RECOMMENDATIONS

Name: Raid | Technical Inspection Manager

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Email: ndt.engineer@intertech.ly

Name: Jagdeep Kalia | IT Manager

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Email: it@intech.ly | Phone number: (+218) 922189311

Name: KRISHNA GUGULOTH | Project Manager

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Name: **Shahid khan** | Sales Manager

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