



Khaza Mohiddin Shaik

Executive Level Professional

Mobile: 919032344786 **E-mail:** khazashaik@gmail.com

Enthusiastic, energetic and motivated professional with track record of 6 years of Gulf experience in Hr and Finance Operations, 9 years of experience in hr and operations management in India. Quick learner and adaptive by nature with good communication, analytical, coordination, time management, and leadership skills. Familiar with Baan Infor ERP and Tally-9 ERP and MS Office applications. Seeking a suitable position to apply knowledge and exposure at the same time strive for professional excellence.

STRENGTHS

- Experienced Hr management professional
- Experienced operations management professional.
- Workforce management and office management.
- Accounts payable process & management

Master of Business Administration

Acharya Nagarjuna University, Andhra Pradesh India

Bachelor of Commerce

Acharya Nagarjuna University, Andhra Pradesh India

- Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication in assigned work profile.
- Showed resourcefulness and initiative in support of top management.
- Displayed ability in interacting with management and individuals of diverse nationalities.
- Played a major role in providing skilled and efficient employees to the organization through effective recruitment.

Hr&Operations Manager - Crescent Enterprises , Guntur,India.
Present

Jan 2016-

Oversee all the Hr operations including Blue collar work force recruitment.

Recruitment of office staff and factory workers as per requirement.

To oversee the collection of Iron and waste scrap from different locations in and around the city.

Financial and administrative oversight of the field office, including approving cash expenditures, maintain operations with the operating budget, approving payroll, travel expenses, office matters.

prepare proposals and draft contracts to new customers and maintain filing system for customer follow ups and contract renewals.

Oversee daily core operations of the company units (Accountants, marketers, drivers, helpers).
Financial and administrative oversight of the field office, including approving cash expenditures, maintain operations with the operating budget, approving payroll, travel expenses, office matters.

Hr & Finance operations Executive

Jul 2006 □ **Dec 2015**

SKM Air-Conditioning LLC. Sharjah.

Review reconciliations of all ledger accounts to ensure that they are up-to-date and accurate. This would involve follow-up within or outside the section to resolve pending items to ensure that year-end adjustments are kept to the minimum.

Maintain accurate, up to date documentation on manual and system process followed in the section as a part of Standard Operating Procedure (SOP) and user guides

- Employee Master Data.
- Bank Master Data.
- Ledger Reconciliation.
- BRS.
- Payroll Management.
- A/P A/R Management.
- Vendor Reconciliation and Vendor Management.
- Fixed Asset Management.
- Travel Management.
- Leading day-to-day administration, including collecting timesheets.
- Degree of contact for inquiries and issues related to Human Resources
- Recruitment and Induction Functions..
- Meeting Staff requirement through notices & advertisements.
- Maintain Payroll, processes Salary, Advance sheet Preparation.
- Sourcing and screening resumes, conducting recruitment, scheduling interviews,
- Discussing offers, issuing offer letters, handling joining formalities.
- Implementing Hr Policies, systems & Procedures for the Hr Operation & Development
- Preparation of Employees Performance Appraisals

- Maintaining Employees records.

Administrative Executive.

Jan 2004 □ Mar 2006

Deccan Tobacco Enterprises. Guntur

- Implementing Hr. Policies, systems & Procedures for the Hr Operation & Development
- Sourcing and screening resumes, conducting recruitment, scheduling interviews, discussing &
- Issuing offer letters, handling joining formalities.
- Arranging Induction & Orientation Programme for new employees.
- Management of Labour Welfare Measures.
- Salary and wages administration

Certifications & Training

Successfully Completed Bureau veritas ISO 9000:2008 foundation Course/QMS Internal Auditor Training.

Nationality	: Indian
Date of Birth	: 22nd of August 1980
Marital Status	: Married
Languages	: Arabic, English, Telugu & Hindi
Contact Address	: Shaik khaza Mohiddin Door No 571 Anandapet 5th lane Near Aqsa mosque, Guntur-522001
Passport Number	X9149253
Date of Issue	13-10-2023
Date of Expiry	12-10-2033