Mohammed Shazeb Arif

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# Corporate trainer

* 15+ Years of industry experience with focus on Training / Human Resource area such as Talent Acquisitions, Performance Management, Employee Relations, Operations, Employee lifecycle Management, Performance Appraisal, Training, Policy Formulations , and offshore onsite management, including Agency experience, staffing for projects and consulting assignments.
* **Extensive background in TRAINING**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development, Visa and Resident Permit Processing.
* Expertise in educating team members in the utilization of new systems for improving business growth.
* Known for establishing sound training programs from scratch and improving training processes and procedures.
* Exceptional ability to collaborate with team members and teach new concepts in an effective manner.
* Proven track record of analyzing requirements and designing key solutions that meet customer goals.
* Versatile, mulit-tasker that consistently exceeds expectations.
* Trained and mentored staff members on hazardous material, dangerous situations and workers compensation.
* Planned, scheduled and managed all training classes.
* Mentored other training professionals and class instructors.
* Prepared, deployed and management safety procedures.
* Work closely with Human Capital Management to establish and implement skill assessment and development programs.
* Ensure all employees understand and follow company policy and process.
* Ensure management reports are mistake free and completed on time.
* Expertise in Recruitment and Team Management
* Implementation of **Beehive (HRMS)**

**Academic Qualification**

**M.B.A + PGDBM (Industrial Integrated)** fromBangalore School of Business&**B.A. (Arts) in HUMAN PSYCHOLOGY from**National P.G. College Lucknow– INDIA

**Training attended in Automobile sector**

* **NEXA**seven days induction and product training program in Delhi HO
* **NEXA** five days product training for New Ciaz,Baleno RS& IGNIS
* **Training the trainers** from MSIL
* **Selling @ Maruti**from MSIL
* **Compact Cars** from MSIL
* **Premium Cars** from MSIL
* **Maruti Genuine Accessories** from MSIL
* **Maruti Insurance** from MSIL
* **SLDA & SHVS**from MSIL
* **Selling Allied** services from MSIL
* **Skills to Excel** from MSIL

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| **Skills** | | |
| HR Department Startup  Staff Recruitment & Retention  Training and Recruitment | Employee Relations  Benefits Administration  Training Program/Project Management | Performance Management  Organizational Development  Training &HR Policies |

Professional Experience

## SWIFT TRUCKS LLP-UP HEAD (TATA Motors Commercial Vehicle Enterprise) – Lucknow, INDIA,2021 (December) to Till Date

*Working as a Training and Development Manager-State Head*

*Head Trainer (Commercial Automobile***)**

### Duties:

* Heading the sales and service team for Recruitment, Training, Auditing and TATA Motors compliances.
* Channel Partner Scorecard (CPSC-TATA) management (Manpower Index)
* Traveling to all Outlets for training, audits and recruitment
* Implementation of **Beehive (HRMS)** and customization according to our usage
* New joining process and induction
* Complete
* CUG number management
* Uniform management for Tata Motors ,Royal Enfield ,CeatTyres and Bosch
* Trainings on Grooming & Etiquettes, Personal Hygiene & Body Language for the DSE
* 100% end to end recruitment based on city connections and referrals without third party help (consultants).
* CUG Sim Management and Activation
* Design and implement employee engagement activities
* Worked on retention process of the employees
* Recognize training needs and plan accordingly (all Units)
* Death claim
* Conduct EEMs (Employee Engagement Matrix) for all the units every month to improve productivity and performance
* Complete onboarding process (Induction/CUG/IDs/Training/Biometric/Documentation )

## KTL AUTOMOBILE PVT LTD-Group (MARUTI SUZUKI) – Lucknow, INDIA, 2016 (August) to 2021 (December)

*Working as a Internal Trainer*

**Trainer Sales (***Automobile***)**

### Duties:

* Involve in of the Training, Recruitment and Auditing
* Was involves in In-house product and process training of the sales staff
* Taking inductions of the new joined by the parameters given by MSIL (PRAARAMBH) and NEXA Induction module
* Nominating DSEs for MSIL direct training(100% manpower trained as per target )
* Developed and deliver soft skills and other training modules
* Traveling to E. Outlets and also training RDSEs
* Leave, attendance process of all the outlets
* Process incentives and Spots every month
* Attending training provided by MSIL and then training the sales staff when ever required
* Maintaining Monthly Calendar + Attendance Sheet as per MSIL Format
* Internal Training of 15 sessions of training every month (Product & Soft Skills)
* Conduct Monthly test to check the knowledge base – Training Effects
* Follow and report FSDM of MSIL based at regional Maruti office in Lucknow
* Mystery audits for other dealerships (Mystery Shoppers)
* Assist the Customer Relationship Manager (CRM) in designing and supervising implementation of the telecalling scripts to be used by the telecallers while making cold calls.
* Train both the front-end and back-end teams in scripts and styles of delivering sales pitch highlighting the USP of the brand to the customer and explain sales executives in managing work flow with other departments as per the MSIL guidelines.
* 100% end to end recruitment based on city connections and referrals without third party help (consultants).
* Well versed with the MSIL compliances for training recruitment and process
* Design Marketing Management Events(Monthly)

## Vision Beyond Corporation– Lucknow, INDIA, 2013 (July) to 2016 (August)

*Working as an Sr. Executive-Recruitment (US –Staffing)*

**Sr. Executive-Recruitment and Trainer(US –Staffing)**

## Involve in the complete life cycle of the Recruitment and Marketing

### Duties:

* Responsible for full life cycle recruiting Sourcing, screening, Technical interview, conducting reference checks, scheduling client interviews, Salary negotiations, and resource management.
* Recruiting efforts to meet all customer needs. This involves heavy Internet applicant searches, postings jobs on multiple sites, Floating requirements to multiple vendors and different User Groups, referrals/networking, cold calling..
* Specialized in ERP Packages (SAP, Oracle Apps, Peoplesoft) Telecom, Embedded, web Enabled, networking and DBA.
* Maintained Candidate Tracking Database System by making entries into in build CRM System.
* Effectively lead and mentor a team of Technical Recruiters, share responsibilities for results, provide feedback; provide support; and represent team plans.
* Work closely with head of recruiting and team member to prepare client retention plan reports and develop client retention strategies.
* Handle resource allocation activities within the recruiting team in liaison with the head of recruiting and team leads.
* Maintain adequate oversight on existing clients to consistently maintain a high level of performance.
* Ensure end of month management reports are mistake free and completed on time.
* Ensure performance management program is successful in the recruiting team.
* Responsible for delivery of direct clients and tire one vendor needs.
* Develop shared understanding with recruiters by having regular conversations based on listening and two-way communications
* Consistently encourages innovation, trying new ideas for improvement, continuous learning and knowledge sharing.
* Assign tasks and clients to recruiters based on their strengths
* Ensure recruiters receive high quality training to improve their skills and overall productivity.
* Assist in hiring and retaining top performing Recruiters.
* Work closely with Human Capital Management to establish and implement skill assessment and development programs.
* Ensure all recruiting employees understand and follow company policy and process.
* Conduct and participate in induction of new hires.

## DROISYS INC –Lucknow, INDIA,2013 (May) to 2013(June)(\*Reason for leaving the job is the shutting of the office in Lucknow City)

*Working as an Technical Recruiter (US- Staffing)*

**Technical Recruiter (US –Staffing)**

Extensive hands on experience in Information technology arena with major expertise in **managing full cycle technical recruitment**, resource management, project coordination, external/internal client relations, employee relation management, sales development, relationship management and talent development.

### Duties:

* Recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Allocation of requirements to the recruiters and to assist them in finding the right resource as per the specifications of the client, whenever needed.
* Participating in human resource requirements in consultation with heads of different functional &operational areas and conducting selection interviews.
* Discussion and meeting with the technical leads and understand the man power requirements in the teams and brief the recruitment team on the urgency and priority of the requirements.
* Maintaining relationship with local consultants and H1 consultants, GC, Citizens, understanding their skills, availability for projects requirements.
* To Find the consultants over the Database, Job portals, User groups, References, Vendors and other sources as per the specification of the client, Work/VISA Status and the skill sets
* Should have extensive knowledge on working on W2, 1099 & Corp-Corp, H1B, EAD, GC.
* Should be able to source profiles through sources like Job Portals, Groups, Social Networking Sites, and Referrals.

## Mohammed Al- *Haider* Group (MHG)— Dammam, Saudi Arabia,2010(Apr) to 2012(Sep)

Performs administrative function related with Employment Relation and employees mobilization.

HR Recruitment Officer

Recruitexpatriates to mobilize to companies, guiding the startup and management of a full spectrum of HR operations, systems and programs. Work with senior management to create HR policies and procedures; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle ER issues.

### Duties:

* Recruited manpower across different countries for construction projects and company support staff;
* Condensed and simplified HR strategies for manpower pulling and supplier.
* Training and induction for the new joiners.
* Visa distribution among the co-Sponsors and sponsors
* Handling salary, bonus, stop salary, warning letters, appreciation letter, experience letters.
* Handling embassy related issues with Indian- , Philippine- and Nepalese embassies
* Negotiating for the salary with kafala visa (free visa) candidates.
* Responsible for preparing and issuing of all HR related documentation such as employment contracts, performance appraisals, and end of service letters
* Drafting and issuing of memorandums/circulars
* Board Meeting arrangements and tending to implementation of actions decided in these meetings.
* Establishment of vendor relationships with different companies like ARAMCO, SABIC, SCECO, ABB , ALMARI etc.
* Development and designing of the Company Profile.
* Designing of the study materials for the employees
* Introduction of the reporting format for all the Departments (PRO, ACCOUNTS, OPERATIONS, COLLECTION, CAMPBOSS )
* Development of new Clients.
* Mobilization, demobilization and standby management system.
* Building industry interface.
* Responsible for receiving and logging of various documents from vendors.
* Introducing safety measures on site.

## STC Third Eye Technology Pvt. Ltd—Bangalore, India, Aug. 2006 until Feb.2010

Performs administrative function related with Employment Relation and employees mobilization.

**HR (Talent Acquisition)**

Was involved in recruitment of software testing professional and manage their training and mobilization.

### DUTIES:

* Developed and followed various recruitment methodologies.
* Utilized various sources to facilitate bulk hiring by extensive sourcing from Web Portals, Internal database, employee referrals, job fairs etc.
* Accumulated and maintained a database of prospective candidates.
* Shortlisted candidates for various positions based on telephonic interview and coordinate for final round of interview.
* Maintained the HR relationship with the candidates till they are on board.
* Conducted regular meetings with the Project Managers/Delivery heads to review Staffing Progress & reporting out the same on a timely basis.
* Planned & drove regular “Open Houses” to meet demand with a focus on optimizing cost effective channels of sourcing.
* Handled variable Staffing for projects requiring quick ramp up.
* Responsible for NRRD (Non-Refundable Retention Deposit) & RRD (Refundable Retention Deposit) program.

## FINE CHIKAN EXPORTERS &MANUFACTURESPVT. Ltd—Lucknow, India

Performs retail function related with Employment Relation and client management

Business Development Officer (HR-Solutions), Aug. 2003 until June 2006

Was involved in retail HR functions and incentive management

### DUTIES:

* Meeting corporate clients & tended to product presentation.
* Conducting marketing campaigns.
* International client handling.
* Regular interaction with sales executives.
* Giving product training and update information to the executives.
* Monitoring and motivating the team.
* Advertisement on international platform to pull demand.
* Maintain relationship with existing customers, financiers.
* Identifying potential market for expansion.
* Maintain Sales Process like Quotation, Order
* Recruitment of Sales Team. Attrition Management Analysis.
* Job Rotation Management.
* One to One/Skip/Monthly Reviews.
* Handled full Payroll and associated functions.

Of Note

#### Professional Development:

* Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers’ compensation and workplace safety/security.

#### Affiliations:

* Society for Human Resource Management (SHRM) Bangalore School of Business

Staffing Management Association (SMA) KSA (Dammam)

#### Language known:

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| ENGLISH, HINDI , URDU |
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