

CURRICULUM VITAE

Name – Shoaib Sadiq Bachooali

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Current Location – Dubai, United Arab Emirates

Career Objective

An enthusiastic HR professional seeking to leverage my background in the HR fraternity in an organization of repute

Professional Skills

Employee Engagement, Campus Recruitment, Talent Acquisition, Leadership Development, Employer Branding, Campus Branding, Learning & Development, Talent Management, Campus Engagement

Computer Skills

Microsoft Office, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, SAP SuccessFactors – Talent Management Suite.

Soft Skills

Superior Written and Oral Communication skills, Interpersonal Skills, Networking Skills, Creative Problem Solving Skills.

WORK EXPERIENCE & ROLES HANDLED

Company - Mahindra & Mahindra Ltd

Position - Manager –HR

Work Experience - October 2006 to February 2022

Talent Acquisition

- Design and developed the new Recruitment & Internship program and led the Recruitment & Selection of Graduate & Post Graduate Engineer Trainees for M&M Ltd for 4 years.
- Researched, Sourced, Contacted and Interviewed qualified candidates for relevant job positions.
- Created and disseminated job advertising on various social media platforms and led the alternate sourcing project.
- Self-sufficient and a resourceful professional with nine years as a Talent acquisition specialist at SAE BAJA. Handled the entire value chain of the Talent Acquisition process right from designing & developing the mass recruitment program to selection for various companies. Around 1500 students have been selected worldwide till date.
- Handled the entire value chain of a generalist HRBP role which included Internship, Induction, Training, PMS, Mentoring & Employee Care of fresh Graduate & Post Graduate hires.

Campus Branding & Campus Engagement

- Headed the campus brand plan to improve the positioning of the branding scheme in the market & creating a social media presence for the same.
- Ideated & executed Innovative campus engagement interventions and alternate channels of recruitment with a key focus towards strengthening the Industry-Academia alliance across all colleges in India.
- Facilitated multiple on-campus guest lectures & Factory Visits of the colleges in various Manufacturing & R&D facilities of M&M.
- Improved the ranking of M&M Ltd in the Campus T-track survey by AC Nielsen.

Organisational Development

- Strategic Intervention towards making the company one of the top 15 Great Places to Work
- Strategizing and executing interventions on Holistic Well Being & mental health for 13000 employees

- Creating the process and launching the 1st ever Gig workforce in M&M Ltd (AFS)
- Planning & executing the internal survey campaigns as well as post survey action plans.
- Streamlined the existing R&R process and made it more brand appealing and employee friendly.
- Lead in all HR audits (Internal & External Stakeholders).

Employee Engagement & Employer Branding

- Created change management initiatives for making employees passionate about auto and farming business (Auto & Farm Passion).
- Conceptualized employer branding roadmap and enhanced the Mahindra AQ platform on social media for engaging employees towards automobiles along with articulating the Mahindra EVP offerings.
- Enhanced the Mahindra Farm Passion platform on social media for engaging employees towards Tractors & Agri business
- Created a quizzing platform to enthuse all auto enthusiasts of the age group between 18 – 35 throughout engineering & Management campuses across India
- Engaged with engineering campuses to conduct various automobile related interventions across India.

Talent Management

- Planning & Executing the Selection Center and Development Center process of M&M AFS
- Managing the succession pipeline of M&M AFS for Senior General Managers and Presidents
- Executed the Internal Job Evaluation process as well as conducted Job Evaluations for various senior roles in the organization.

Learning & Development

- Handled the entire training cycle from identification to effectiveness for 4 years
- Innovated & executed various events like TECHNOVISION and INNOVISION wherein industry specialists displayed their products and educated employees about the various new techniques in the products through hands on training
- Facilitated Relationship Review Sessions for the Managers
- Key member of the ISMS audit & HR BS 7799 audit and represented the entire HR fraternity at the factory premises
- Created the entire database under the Education & Training TPM pillar for the factory.
- Part of the 'Digital Learning World' journey for M&M Ltd (AFS) that aims to digitalize world-class learning content post creation, compilation and curation of learning material from various sources-offline/online.
- Curated content and developed learning solutions across platforms like Apps, eLearning etc for leadership development.

Employee Care & Engagement

- Led the Sectorwide inductions of new lateral joiners, factory visits for various institutes, companies, and Govt as well as Army Personnel for 3 years
- Handled the pre joining, Internal Transfer formalities, Confirmations & Separation Processes
- Organized events for retiring employees, 25 years' service awards,
- Implemented the 'Fuel the fire' scheme, Lead the 'Excellator Awards' scheme and conducted the 'Search for the Strategist' event for the entire Automotive Division across India.

PRESIDENT'S PROJECT - Attrition Analysis

- Part of a special project for M&M assigned by the President to understand the attrition analysis reasons of fresh recruited employees by interviewing exited employees and the Exit interview database to suggest suitable interventions.

- Benchmarked a study for the demographic profiling project for M&M employees which included taking feedbacks from employees all over India, exited employees and College Students in India. Worked along with consultants and collaboratively submitted the interventions to the management.

Company - CONVERGYS INDIA LTD

Position - Technical Support Officer

Work Experience - July 2005 to October 2005

1. Trouble shooting queries for US Based Client - BELLSOUTH
2. Excelled in Computer Hardware Course associated for the query management for BELLSOUTH

INTERNSHIP & TRAINING

Duration - Oct 2005 – Sep 2006 (Graduate Engg Trainee)

Organization - Mahindra & Mahindra Ltd – Automotive Division

Department - Transmission Product Unit

Task Handled –

1. Worked on the Upgradation of Technical training center with introduction of new topics and their cut sections for blue as well as white collared employees
2. Performed audits for TPM & JH step 4 activities and prepared a checklist for all the machines in the factory premises.
3. Imparted Training to Trade Specialist Trainees, Fixed Term Personnel and ITI trainees in the factory premises.

Department - Human Resource

Task Handled –

1. Handled the training MIS for the white collared employees in the factory.
2. Competency gap analysis management and preparation of database for Transmission PU (Blue collared Employees)
3. Key lead in engagement activities like GALLUP, INNOVISION 2006 and other technical, functional and behavioural programmes.
4. Identified training needs for Behavioral Programmes & SAP Modules across the factory.

Duration - Nov 2004 – April 2005 (Internship)

Organization - Mahindra & Mahindra Ltd – Automotive Division

Project Title - Inventory management for Two-Wheeler Project

Task Handled –

1. Inventory management for the parts imported from China for the Two-Wheeler project as well as maintaining the MIS for the parts
2. Co-ordinated for the Prototype building and prototype testing.

EDUCATIONAL QUALIFICATION

1. Masters in Business Administration (Human Resource Management) from Narsee Monjee Institute of Management Studies, Mumbai
2. Post Graduate Diploma in Human Resource Management from Welingkar Institute, Mumbai
3. Bachelor in Engineering from M H Saboo Siddik College of Engineering, Mumbai
4. Higher Secondary from Cosmopolitan College, Mumbai
5. Senior Secondary from St Xavier's High School, Mumbai

PERSONAL DETAILS

Address - 1011, Armada Tower 3, Cluster P, Jumeirah Lake Towers, Dubai, UAE

Date of Birth - May 20, 1984

Marital Status - Married

Linguistic Proficiency - English, Hindi, Marathi, Urdu & Arabic (Beginner)

Interests - Travel Planning & Exploring Places.