

## MOHD ABDUL SADIQ

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### OBJECTIVE

To be a part of the lively and challenging team which strives for the better growth of the organization which believes in making lives easier and which explores my potential and provides me opportunity to enhance my talent with an intention to be an asset of the company.

### CAREER EXPERIENCE

- Working as HR Operations Executive at HSBC EDP India Pvt. Ltd. for HSBC Bank Middle East Ltd. since March 2017, Hyderabad, India.
- Worked as HR Management at Masarek Al Arabia General Contracting Establishment, Al-Jubail Industrial City, Dammam, Kingdom of Saudi Arabia. (Jan-05-2013 to May-23-2016)

### ROLES AND RESPONSIBILITIES

- Recruitment and selection of employees, while onboarding and training ensure that all staff understands health and safety requirements and expectations.
- Responsible to advise on pay and other remuneration issues including promotions and transfers, issue employment contract, probation, promotion, VISA, redundancy, resignation and experience letters.
- Good Knowledge of HR systems, Success Factors, Taleo and Employee Central Module
- Strong configuration skills around Core functionality of Employee central like Position Management, Time Off, Time Sheet, and other benefits.
- Assist Vice president, stakeholders and onshore team to understand and implement policies and procedures.
- Operating as information and communication HUB for Recruitment and onboarding team, HR Advisory, Global Mobility and Payroll team.
- Responsible to provide training and coaching on key HR and Management skills to the business
- Conduct research on Human Resource best practice and advise recommendations as appropriate.
- Prepare statistical reports to make informed and commercial HR decisions
- Rewards and Benefits to employees based on performance update Leave management for staff, Conduct Welfare, safety and Health meetings and manage staff medical enrollment and disenrollment.
- Maintenance of timely and accurate administration of Employee information, Daily time sheet, Leave planning and Payroll system ensuring an error free and confidential.

- Also update HR systems with special payments made to employee such as One time payment for International Transfer, cash advance, relocation expenses, accommodation expenses etc.
- Coordinate with Global Mobility team with expatriate relocation administration and system updates
- Monthly Deductions and Payments as per GOSI (General Organization for Social Insurance) system and verifying each record to be aligned as per policy and procedures.
- Maintain dashboard, conduct huddle and keep staff updated with new updates related to process or related to Government regulations and on market.
- My job involved a lot of business partners, Head of HR, Managers and other staff interaction to discuss on HR policies and resolve the issues related.
- Preparation of reports, Plan and carry out Project and assignments with minimum supervision, and report regularly to the General Manager to discuss progress or new discrepancies, which require advice.
- Worked on QBOT new tool of Work Force Management and delivered training to new staff.
- Conducted Thematic Review Audit for different teams and participated in many CSR (Corporate Social Responsibility) activities.

## **EDUCATION**

- MBA from Presidency School of Management & Computer Science – 2012.
- B.com from Railway Degree College – 2010.

## **KEY SKILLS**

- Experience of Conflict resolution across various levels of global career bands
- Consistently working in a global matrix structure across multiple Global Business
- Proficient in MS Office: Excel, Word and Power point.
- Project management, relationship management, Quick navigation skills and demonstrable experience in planning and implementing end-to-end processes.
- Ability to deal with ambiguity and achieve results in a fast-paced environment

## **LANGUAGES**

- English, Hindi, Telugu, Urdu and Arabic.

## **PERSONAL PARTICULARS**

- DOB : 27th February 1990      Nationality: Indian
- Gender: Male      Passport Number: U8082774