



# MOHAMED SALEEM

Sr. HR Specialist & Strategy Analyst

## PROFESSIONAL EXPERIENCE

Sr. HR Specialist & Strategy Analyst

Oct, 2014 – Present

**SAYED HAMID BEHBEHANI & SONS CO. Kuwait.**

Responsibilities:

- Maintains organization structure by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Developing and implementing the company's existing HR planning mechanism and enact improvement links to business strategy & demands, to fulfill HR department requirements by SAP (HCM) system.
- Establish metrics and conduct regular reporting against established metrics to measure effectiveness of processes, KPIs and other project metrics as required.
- Designed new policies and procedures for enhancing employee relations within the organization and promote positive employee relations via employee communications & employee engagement activities.
- Support the effective and timely implementation of change management strategies.
- Developing and implementing the performance appraisal system for the company and coordinating with supervisors & managers.
- Maintains human resource results by counseling and disciplining employees; planning, monitoring and manages the employee recognition programs.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Advising project managers and other employees on employment law and the employer's own employment policies and procedures ensuring candidates have the right to work at the organization negotiating salaries, contracts, working conditions with staff and representatives.

HR Executive

Jun 2014 – Oct 2014

**AI NASSER SPORTS CENTRE , Kuwait.**

Responsibilities:

- Hires, trains, evaluate employee performance, and recommends or initiates promotions, transfers, and disciplinary action and overall responsibility of manpower planning.
- Manages and participates in planning, developing, recommending, and implementing human resources activities, policies, procedures, and programs for an organization.
- Writes separation notices for employees separating with cause, and conducts exit interviews to determine reasons behind separations.
- May represent company at personnel-related hearings and investigations.
- Establishing a proper organizational structure.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Working with management to ensure effective meeting of organization objectives through collaboration, openness and personal development.

HR Assistant

May 2013 – May 2014

**ALLMA AGRO PRIVATE LIMITED, INDIA**

Responsibilities:

- Developing the induction programme for the new recruits & Overall responsibility of manpower planning and recruitment.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Developing and implementing employee welfare policies & maintaining good internal communication within the company.
- Maintains job results by counseling & disciplining employees and appraising job results.
- Maintains historical human resource records by designing a filing and retrieval system.
- Developing, interpreting and evaluating human resources operation guidelines and policies.

## PERSONAL INFORMATION

✉ saleem.mba.hr@gmail.com  
☎ 55463985  
🏠 Kuwait  
📄 Kuwait  
📅 19.01.1988

## CAREER OBJECTIVE

A motivated and results-focused HR professional with 7+ years' experience in the position. Over the years I have been involved in the growth and development of human resources in the companies I've worked with. I hope to share my experience and expertise to make a significant contribution to maximize the wealth of the organization and human asset.

## AREA OF EXPERTISE

- ★ Recruitment & Retention
- ★ Learning & Development
- ★ Performance Management
- ★ Employee Relations & Counseling
- ★ Organization Development
- ★ HR Policies & Procedures
- ★ Benefits Administration
- ★ SAP (HCM)
- ★ KPI's (HR)

## LANGUAGES

English - Fluent  
Tamil - Native  
Malayalam - Native  
Arabic - Beginner

## Social Media



## ACADEMIC QUALIFICATIONS

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MBA - HR & Marketing

2011 – 2013

**VIT University**

B.E - Computer Science and Engineering

2007 – 2011

**Vinayaka Missions University**

## RESEARCH PROJECT

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### **Employee Job Satisfaction**

2015

- A Study on Employee Job satisfaction - Sayed Hamid Behbehani & Sons Co., Kuwait.

### **Effectiveness of Training and Development**

2012

- A Study on Effectiveness of Training and Development - Mitsubishi Heavy Industries, India

## TRAINING

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Completed Soft Skills Training with A+ Grade Conducted by hp (Hewlett-Packard)

## MAJOR AWARDS & ACHIEVEMENTS

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- Published 11 Research Papers in Various International Journals
- Presented 14 Research Papers in various National & International Conferences
- “India’s Best Student Award” by Association of Scientists, Developers & Faculties, India, 2012
- “University Student Achiever Awards”, VIT University, India for the year of 2012 & 2013
- Best Presentation Award in State Level Technical Symposium, 2010
- Got First Place in State Level Drawing Competition in 2002 and 2006
- Secured 100 % attendance in University and Company Level

## PROFESSIONAL STRENGTHS

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- Strong work ethics
- Multitasker
- Objective and highly organized
- Venerable communication and presentation skills

## PROFESSIONAL AFFILIATIONS

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- Kuwait Society of Engineers (KSE-Kuwait)
- Australian Human Resources Institute (AHRI)
- Member of Association of Scientist, Developers and Faculty’s (ASDF)
- Member of International Association of Engineering and Management Education (IAEME)

## COMPUTER PROFICIENCY

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MS Office (Word, Excel, PowerPoint, Access, Outlook & Visio), HR Software and SAP-HCM.

## PERSONAL DETAILS

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Date of Birth : 19.01.1988

Gender : Male

Marital Status : Married

Residence Type : Article 18 (Transferable)

Nationality : Indian

Hobbies : Painting, Traveling, Interaction with people and Internet Surfing