



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 staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures legal compliance by monitoring and implementing HR policies; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Developing and implementing the company's existing HR planning mechanism and enact improvement links to business strategy and demands, to fulfill HR department requirements by HR Systems Software.
- 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 or redundancy packages 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.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.
- Working with management to ensure effective meeting of organization objectives through collaboration, openness and personal development.
- Developing, interpreting and evaluating human resources operation guidelines and policies.

HR Assistant

May 2013 – May 2014

ALLMA AGRO PRIVATE LIMITED, INDIA

Responsibilities:

- Developing the induction program for the new recruits & Overall responsibility of man power 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 human resource records by designing a filing & retrieval system

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 with your company and contribute to the optimization of the human asset.

AREA OF EXPERTISE

- ★ Recruitment & Retention
- ★ Learning & Development
- ★ Performance Management
- ★ Employee Relations & Counseling
- ★ Organization Development
- ★ HR Policies & Procedures
- ★ Benefits Administration

LANGUAGES

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

Social Media



ACADEMIC QUALIFICATIONS

MBA - HR & Marketing

2011 – 2013

VIT University

B.E - Computer Science and Engineering

2007 – 2011

Vinayaka Missions University

RESEARCH PROJECT

A Study on Effectiveness of Training and Development

2012

Mitsubishi Heavy Industries India Precision Tools Limited, Ranipet-India- "A Study on Effectiveness of Training and Development".

MAJOR AWARDS & ACHIEVEMENTS

- “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
- Participated and Presented 14 Research Papers in various National & International Conferences
- Published 11 Research Papers in Various International Journals
- 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 & Company Level

PROFESSIONAL STRENGTHS

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

PROFESSIONAL AFFILIATIONS

- 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

Proficient in MS Office (Word, Excel, PowerPoint, Access, Outlook & Visio) and HR Systems Software

PERSONAL DETAILS

Date of Birth : 19.01.1988

Gender : Male

Marital Status : Married

Nationality : Indian

Residence Type : Article 18 (Transferable)

Hobbies : Painting, Traveling, Reading Journals and Interaction with people.