

WASEEM SHARIEF

HR SPECIALIST

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JOB OBJECTIVE

Seeking senior level assignments in Recruitment / Employee Relations / Training & Development with a leading organization of high repute

PROFILE SUMMARY

A competent professional with overall more than 9+ years of experience in:

| | |
|-------------------------|------------------------|
| Recruitment & Retention | Employee Engagement |
| HR Operations | Performance Management |
| Customer Service | Liaison & Coordination |
| Team Management | Client Coordination |

CORE COMPETENCIES

Recruitment / Retention & Exit Management:

- Planning human resource requirements in consultation with heads of different departments and managing the complete recruitment lifecycle for sourcing the best talent from diverse sources
- Giving download of exit formalities & procedures to employees, handling employee relieving formalities and ensuring completion of exit interviews for the employees

Employee Relations / Engagement:

- Steering employee engagement initiatives across the organization and ensuring workmen queries and problems are addressed on time
- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and achieving dedication among personnel.

ORGANIZATIONAL EXPERIENCE

Jun'07 – Mar' 10 ICICI Bank Ltd - INDIA

ICICI Bank is India's largest private sector bank with total assets of Rs. 7,206.95 billion (US\$ 109 billion) at March 31, 2016 and profit after tax Rs. 97.26 billion (US\$ 1,468 million) for the year ended March 31, 2016. ICICI Bank currently has a network of 4,450 Branches and 14,103 ATM's across India.

RESPONSIBILITIES:

- Collection of overdue amount from delinquent customers.
- The database for the bank of the existing clients.
- Allocate cases across collection executives and agencies.
- Timely identification of Skips/ Resolutions -Portfolio segmentation for increased collection focus.
- Settling the disputes on behalf of the Bank
- Taking the daily feedback from all the DCT as well as agencies and taking appropriate action for unaccomplished task.

- Follow up with 1,2,3,4 bucket cases.
- Special follow-up with write off cases.
- Monitoring the Collection Agency and FOS.
- Field Visit for Broken PTP cases. Special follow-up against the problematic customers and chronic case.
- Preparation of MIS Reports.
- Maintain MIS and day to day updating of the same.
- Updating of DCR with Delinquency List. Updated list given on weekly Basis.
- Tracking of Every Receipt and Every Receipt Book.

Aug'10 – Apr'11 Fintrestle - UAE

FINTRESTLE GROUP is a global multifaceted company engaged in CREDIT RISK MANAGEMENT SERVICES for various Multinational Banks like ADCB, Emirates Islamic Bank, Mashreq Bank, Emirates NBD, Dubai Islamic Bank Etc. In UNITEDARAB EMIRATES & INDIA.

RESPONSIBILITIES:

- Preemptive call is done to the customers for all outstanding payments in order to achieve cash collection
- Making collection efforts on past due accounts
- Responsible of following up with clients to collect the due payments (by visits, phone calls, e-mails, faxes letters) and updating in CMS
- Carrying out the field visits to the clients for collecting the payments coordinating with sales team to clarify any differences in the customer's accounts
- Monitoring and reviewing the monthly balance report and taking the necessary actions to communicate with our clients
- Sending a daily visit report and reporting the final collection situation
- Trained collection system to the new comers
- Achieved month on month achieved the target across bucket 1 &2

Since Sep'11 Till Aug 2016 SAAD Manpower Services Pvt Ltd. Sr HR Recruitment Executive

SAAD MANPOWER SERVICES Pvt. Ltd offers the unique provision of recruitment services, independent in providing a broad range of workforce for management solutions to companies of various sizes. SAAD takes pride in providing a niche and highly skilled set of manpower.

RESPONSIBILITIES:

- Heading the recruitment process for the assigned Line of business by working with Operations managers. Some of Short term and Long term Projects Handled.
- Organize selection process with indenting department and arrange for and conduct interviews drives (local and International), and shortlist/ select suitable candidates to meet the manpower needs in an expeditious manner.

- Provide recruitment assistance to line HR Managers and provide recruitment activity for assigned position from sourcing to selection or as advised, in accordance with recruitment policy/ established recruitment process for positions undertaken.
- Co-ordinate amongst recruiting agencies (where required), prospective candidates and the line managers to ensure that the recruitment process is carried through till final mobilization.
- Complete all necessary documentation with respect to each selection process.
- Developing communication with different departments Head to plan and control the Manpower.
- Established and maintained good working relationships with HR manager to determine hiring needs and implement hiring strategies.
- Conducting initial screening and interviews of the candidates.
- Sourcing profiles according to requirements from various recruiting sources - self-created databank, job portals, and consultants through own network of contacts.

Long Term Projects Handled:

1. GAS Maintenance Project – 300 Employee(Mechanical),
2. SMH- 75 Employee (Mechanical),
3. HEISCO– 200 Employees(KOC),
4. HEISCO – 75 Employees (KNPC)Etc.

Shutdown / Catalyst Jobs Handled:

1. GAS (Saudi Kayan) Shutdown (300 Employees)
2. HEISCO (KOC) Shutdown (75 Employees)
3. SMH (Chevron) Shutdown (500 Employees)
4. SMH (Tasnee) Shutdown (300 Employees)
5. SMH (Maaden) Shutdown (50 Employees)
6. SMH(Aramco) Shutdown (150 Employees)
7. SMH (PIC) Shutdown (50 Employees) Etc.

ACADEMIC DETAILS

2014 B.Com from Sir CV Raman University.
 2007 MES Industrial training Institute affiliated with Central Board.
 2005 10th from St. Rita's High School.

PERSONNEL DETAILS

Date of Birth: 14thApril 1988
 Languages Known: English, Hindi, Urdu & Tamil
 Nationality: Indian
 Marital Status: Single
 Driving License: Indian Driving License
 Passport # K 2100914
 Visa Type Visit Visa