

MOHAMMAD NOOR HOSSAIN

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11+ years of Experience Accomplished professional with proven career in conceptualizing & implementing effective ideas / strategies that can add value to organization through inspiring leadership, rich experience & innovative excellence; targeting to express potential in strategic level assignments in **Human Resource Management** with an esteemed organization by leaving a mark of excellence on each step.

EDUCATION

CHAUDHARY CHARAN SINGH UNIVERSITY **MEERUT , U.P. (INDIA)**
BACHELOR OF COMMERCE **May 2008**

IMPERIAL INSTITUTE (London) **KOLKATA, W.B. (INDIA)**
DIPLOMA FOR MICROSOFT PACKAGE II **Oct 2010**

WORK EXPERIENCE

SPACE WORLD - U.S. REMOTE **UNITED STATE OF AMERICA**
HR & PAYROLL (ORACLE - CLOUD) **Aug 2021 - Finish Date**
CONSULTANT

- Streamlined recruitment and selection process resulting in a 30% decrease in time-to-hire, utilizing innovative hiring tools and techniques to attract high-performing employees.
- Implemented comprehensive salary compensation and employee benefits programs, reducing turnover rate by 20%, resulting in an estimated cost savings of \$500K per year.
- Developed career planning program resulting in a 50% increase in employee satisfaction with professional development opportunities, leading to retention of high-potential employees and reduced talent acquisition costs by \$200K per year.
- Streamlined HR end-to-end processes by implementing automated systems resulting in a 40% reduction in processing time and increasing accuracy by 25%.
- Developed and executed a comprehensive talent management strategy, resulting in a 20% reduction in voluntary turnover and an increase in employee engagement by 15%.
- Developed and implemented an automated attendance tracking system for **1500+ employees** resulting in a 90% reduction in errors and saving the company over \$50,000 annually.
- Established on boarding process resulting in 100% of new hires signing a Contract of Employment on their first day, ensuring compliance with company policies and reducing legal risks.
- Streamlined payroll process by implementing a new software system, resulting in a 20% reduction in processing time and a 15% decrease in errors.
- Analysed attendance data for a workforce of **1500+ employees**, identifying trends and patterns that led to the creation of a targeted training program for managers on how to address attendance-related issues. This program resulted in a 20% decrease in employee turnover.
- Developed customized reports to track employee attendance and overtime hours from the biometric device data, enabling managers to make data-driven decisions regarding staffing needs and reducing labor costs by 15%.

Implementation many projects in Oracle creation ESC – for new Enterprise. Given Training all department to creation projects assigned task.

RELIANCE CONTRACTING CO.LLC.**ABU DHABI, UNITED ARAB EMIRATES****HR & PAYROLL HEAD****Oct 2015 - Jul 2021**

- Led payroll process optimization efforts resulting in a reduction of errors by 50%, decreasing payroll processing time by 30%, and increasing overall efficiency.
 - Core HR Absences & Self Services.
 - Developed customized reports to track employee attendance and overtime hours from the biometric device data, enabling managers to make data-driven decisions regarding staffing needs and reducing labor costs by 15%.
 - Human Resources End to End process 100%.
 - Developed and implemented an automated attendance tracking system for 1500+ employees resulting in a 90% reduction in errors and saving the company over \$50,000 annually.
 - Updated clocking from TMS/Clocking, Re-port/Holiday, Forms/Weekly Timesheets/Absence Info/Early Leave Forms/Overtime Sheets.
 - WPS – Transfer final check with authority and transfer the sheet to following BANK for transfer salary through WPS.
 - Established gross net report through Oracle or ESSL System.
 - A Contract of Employment stipulating all the conditions of employment shall be signed by all employees on the first day of employment. As per UAE LAW.
 - Medical health insurance & company asset & equipment, Vehicle insurance, accident & workmen compensation claim.
 - Streamlined payroll process by implementing a new software system, resulting in a 20% reduction in processing time and a 15% decrease in errors.
 - Daily computing salary & discrepancies as per actual attendance collected to reduce 50% discrepancies and improved 100% accuracy for actual salary calculating.
 - Preparing Annual leave calculation & final settlement as per LAW. UAE.
 - Booking & arranging air flight ticket for traveling.
 - Delivering operations & HR processes pertaining to Talent Management, Reward, Capability Development, Employee Life Cycle Management, Leadership Development & Talent Demand/Supply processes.
 - Established gross net report through Oracle or ESSL System.
 - Established gross net report through Oracle or ESSL System based on current software company.
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CORTEX ENGINEERING CONSTRUCTION ABU DDHABI, UNITED ARAB EMIRATES. LLC.***SR. HR & PAYROLL EXECUTIVE*****Jun 2011 - Sep 2015**

- Human Resources End to End process.
- Online Posting Current Opening jobs and Sort listed matching profile candidates.
- Completed recruitment process.
- Hiring Blue & White Collar employees to visit others Country with HR & GM.
- Medical Health Insurance & workmencopensation.
- Payroll Process.
- Time Sheet Collection trough cloud ESSL from all the office/ site branch.
- overtimes calculation & discrepancy.
- Daily Attendance & absences Records & issued warning if got unnecessary absence.
- On boarding & Exit process.
- Employee appraisal & evaluation records.
- Managing all vehicle & Machinery records & insurance.
- Preparing Annual Leave & Final Settlement as per UAE. LAW.

- Keeping company Legal documents.
 - Follow-up Labur Court Company Legal Case & Labour Issued.
 - Daily Records Manpower Present & mobilization records.
 - Handle All Office Stationary records and release as per BOQ.
 - Keep Records & follow up Employees Over leave & Absconded details.
 - Preparing Employee Offer and all type of internal letter confidential.
 - Managing travel bookings for flight tickets.
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SQUARE GENERAL CONTRACTING L.L.C.

ABU DHABI, UNITED ARAB ENIRATES

HR & PURCHASE OFFICER

Jul 2008 - May 2011

- Keep HR Filing as per employees Co.I.D.
- Preparing B.O.Q. for Client.
- Insurance Health & Vehicles annual renew and policy.
- Controlling Inventory Stock list for all the Store & Factories.
- Preparing L.P.O. by Company Software.
- Controlling Company Manpower & Mobilization records.
- Keep tracking records employees stayed at accommodations & details from camp boss.
- Sending Inquiries to Supplier to make quotation and choose cheap & best quality for Project required.
- Tracking purchase payment to Supplier & Bank as per terms PDC.
- follow up all site & office admin to take daily update for work progress.
- making flow chart for projects.
- preparing time sheet for employees.
- time attendance & Absences records.
- Month end time sheet submit to account manager.

PROJECT EXPERIENCE

RELIANCE CONTRACTING CO.LLC.

ABU DHABI, UNITED ARAB EMIRATES

HR & PAYROLL HEAD

Nov 2015 - Jul 2021

- SHEIKH ZAYED GRAND MOSQUE. Completed Project.
- EMIRATES PALACE HOTEL Completed Project.
- GRAND OPERA TOWER HOTEL - DUBAI DOWNTOWN - Completed Project.
- EMAAR - PROJECTS WITH CLIENT CHINA STATE - DUBAI DOWNTOWN - Completed Project.
- AL JAJEERA SPORTS CLUB Completed Project.
- MW057 - LIWA ARMY SUADI BOARDER - Completed Project

LEADERSHIP EXPERIENCE

RELIANCE CONTRACTING LLC.

ABU DHABI, UNITED ARAB EMIRATES.

HR & PAYROLL - HCM

Oct 2015 - Jul 2021

- During the following projects I have completed so many task with my team and I got appreciate to my hard works.
- My last recent company i had make so many changes & implemented digitally to company growth along with my entire team.

• when I was started work & team lead with Reliance - since they do all manually works for keeping so many files for each dept. like a library but soon after i joined the department I quick learned from company profile and starting fixing from level 1 to each department best of my knowledge well i am pretty good in excel advance during that time i was making initially excel template and attached formulas to automatically calculating easy and accurate. I was make (excel purchase order, time sheet, payroll sheet, evaluation sheet, appraisal sheet, final & leave calculation sheet as per UAE Labor LAW, stock inventory sheet, employee data history sheet. etc. all I was prepared by excel myself experience and i got bonus & appreciation mail from company CEO & Managing Director. later I associated with new Software to more implemented company data structures.

TECHNICAL SKILLS & INTERESTS

MS Office, MS Outlook Express, Lotus Note 7 & Windows 98/2000/XP, Accounting packages (Tally ERP9, SAP, QuickBooks, ESSL, Easy Ware, Hinawi, Marg, zoho, Oracle Fusion cloud.), Graphic Designing (Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe PageMaker and Quark Express), HRCM system Oracle & Cloud System Data analysing for Human Resources, Payrolls, OCR etc. Tally ERP purchasing package creating LPO, Vendor, records materials equipment's & Inventory stocks. Oracle fusion HCM functional consultant help companies deploy Oracle's HR, talent, and workforce management modules creating.

CORE COMPETENCIES

Human Resource Management, HR Policies and Procedures, Compensation & Benefits Payroll Management, Recruitment/Selection/Talent Acquisition, Employee, Relations/Engagement, Core HR Absences, Self-Services, Performance & Leave Management System, Statutory/Legal Compliance, Team Setup & Stabilization, On-Boarding Documentation, ESC , PSU.

PERSONEL DETAILS

Date of Birth:	18th July 1987
Languages Known:	English, Arabic, Hindi, Bengali & Urdu.
Nationality:	Indian
UAE Driving License:	Light Vehicle
Marital Status:	Married
No. of Dependents:	04
Passport Number:	M9976819
Home Address:	A8 32/B/ New Jhalkura Road, Mahestala, Kolkata- 700141, West Bengal. (India)