



AAMIR SHAIKH

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PROFILE

Results-driven professional with extensive experience in Human Resource processes, Administration, Operations, and Client Relationship Management. Recognized for being a proactive problem-solver with a strong track record of identifying business challenges, driving change, and implementing effective solutions. Demonstrates a hands-on approach and excels in optimizing processes to enhance organizational efficiency and client satisfaction.

CAREER HISTORY

Chanakya International Pvt. Ltd. – HR Manager

April 2023 to till date

- Leading and managing day-to-day HR activities, ensuring alignment with organizational goals and objectives.
- Overseeing the entire employee lifecycle, from recruitment to exit, ensuring seamless transitions and positive employee experiences.
- Actively participating in the design, implementation, and review of the Performance Management System and Increment cycle, driving performance and organizational growth.
- Collaborating with senior management and key stakeholders to develop and implement HR policies that support business objectives and promote a positive Workplace culture.
- Creating detailed job descriptions and comprehensive training modules to ensure clarity in roles and continuous employee development.
- Conducting thorough manpower planning and needs analysis to forecast and meet organizational staffing requirements.
- Designing and executing effective recruitment strategies and induction processes to attract, on-board, and retain top talent.
- Implementing robust performance management procedures that drive employee accountability, development, and organizational success.
- Efficiently managing and resolving employee grievances, fostering a supportive and fair work environment.
- Compiling, analysing, and presenting comprehensive Management MIS reports to support strategic decision-making.
- Formulating, revising, and implementing HR policies to ensure they are up-to-date, compliant, and supportive of the company's goals.
- Ensuring strict adherence to statutory regulations and requirements, minimizing legal risks and promoting a compliant organizational culture.

Automotive Manufacturers Pvt. Ltd - HR Manager

July-2017 to March-2023

- Led HR functions for Maruti Arena and Ashok Leyland dealerships across Maharashtra.
- Revamped the entire HR process, ensuring smooth operations.
- Spearheaded an increase in critical sales manpower, achieving a target market share.
- Successfully reduced attrition to less than actual target and increased retention.
- Ensured strict HR compliance with company directives.
- Implemented employee referral programs and engagement activities.
- Improved HROS scores as set by principal clients.
- Streamlined training and on-boarding processes.
- Negotiated vendor contracts, resulting in cost savings in administrative expenses.
- Resolved outstanding statutory and compliance issues.
- Managed performance appraisals for three consecutive years.

Middle East Management Services - Asst. Manager Client Relations & Recruitment

March-2010 to May-2017

- Managed recruitment and customer success.
- Handled key Middle East clients.
- Achieved recruitment targets.
- Managed team and recruitment processes.
- Developed business and network of local agents.
- Conducted MIS reporting

IJIT Infotech Computer Education – Senior Admin Executive

Nov 2007 to Jan 2010

- Implemented general administrative tasks.
- Maintained efficient control mechanisms.
- Developed vendors.
- Arranged travel and meetings.
- Liaised with government departments.
- Managed events and controlled expenses.

The Mobile Stores – Essar Telecom - Asst. Duty Manager (Sales & Operations)

Sep 2004 to Sep 2007

- Managed routine store operations.

- Analysed targets to achieve KPIs.
- Handled abnormalities and escalated customer complaints.
- Monitored profit and loss.
- Assessed training needs.
- Conducted performance reviews.
- Recruited employees.
- Motivated, mentored, and provided feedback to stakeholders.

KEY COMPETENCIES & SKILLS

- Recruiting and interviewing skills
- Problem Solving
- Data Driven
- Budget management experience
- Knowledge of labour laws and regulations.
- PF, PT, ESIC, Gratuity, TDS
- Professionalism, organization, and project management skills

CERTIFICATIONS & AWARDS

- Certified in effective Office management and Client dealing From Reliance NIS Sparta.
- HR Recruiter Skill Certification Program from Times-Job.
- HR Interviewing Skills Certification
- Best Human Resource - Talent Acquisition Awards Year 2019
- HR award of excellence from Maruti Suzuki India Ltd.
- Trained on Spine HRMS and Payroll Software

ACADEMICS QUALIFICATION

Academics	Institution	Year
PG Diploma - Human Resource Management	Wellingkar's Institute of Management Development & Research	2017
Graduate - English Literature and Psychology	Mumbai University	2016
HSC (Science)	GN Khalsa College Mumbai	2001

SSC	AIAES Mumbai	1999
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PERSONAL DETAILS

- Date of Birth : 27th September 1982
- Languages Known : English , Marathi, Hindi
- Address : Flat A 314 , Farzand Apartment, Byculla, Mumbai - 400008