



# Syed Amjad

ADMINISTRATOR

Hyderabad, TELANGANA  
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## EDUCATION

Post Graduate Diploma in Human Resource Management  
Indira Gandhi National Open University  
2022

Bachelor of Arts in Tourism Studies  
Indira Gandhi National Open University  
2021

## EXPERTISE

- Operations Management
- Budget & Resource Administration
- Compensation Administration
- Employee Relations
- Recruitment and Retention
- Training & Talent Development
- Quality Assurance Standards
- Regulatory Compliance
- Facility Management

## SKILLS

- Exceptional Interpersonal Skills
- Strong IT & Numerical Ability
- Time Management
- Accurate Records & Documentation Upkeep

## CERTIFICATIONS

- Diploma in Information Systems Management
- English Higher Grade Typing
- Highfield Level 2 International Award in Fire Safety

## LANGUAGES

English - Full Proficiency  
 Hindi - Native  
 Telugu - Full Proficiency  
 Arabic - Working Proficiency

## PROFESSIONAL PROFILE

Dedicated and performance-driven professional with 14+ years of extensive experience in human resources, hospitality, conflict resolution, recruitment and retention, change management and benefits administration. Strong experience collaborating with senior management to conduct strategic planning in order to support and achieve corporate goals.

## WORK EXPERIENCE

**Administrator** Oct 2018 - May 2023  
 NAMCO  BAHRAIN  
 Sector : Transportation-Real Estate-Engineering

### Responsibilities

- Administered new hire employment process
- Generated reports to track metrics for employee turnover, headcount and new hires
- Updated HRIS system and preserved records
- Reviewed and ordered supply requisitions
- Organized office operations and procedures to secure efficiency
- Controlled correspondence to ensure compliance to company policies
- Managed confidential matters, employee relations, organizational changes and information security
- Acted as primary liaison for providing information and responding to requests
- Contributed in employee's orientation, performance reviews, payroll and auditing processes
- Assisted in training, rewards and recognition programs for employee retention
- Assisted in management & staff meetings for ensuring the team are fully briefed and action points are recorded and achieved
- Assisted the management in the disciplinary and grievance issues
- Guided HR Team with special projects and general administrative tasks
- Lead the department with various arrangements internally, from travelling to processing expenses
- Supervised and achieved managerial objectives while maintaining an efficient, productive, and positively cultured office and employee experience

**HR Executive** Oct 2016 - Nov 2017  
 Al Million Taxi  QATAR  
 Sector : Travel

### Responsibilities

- Arranged and administered new hire employment documentation
- Managed confidential matters pertaining to employee relations, organizational changes, and information security
- Processed employee performance reviews and forward to appropriate levels of management
- Addressed employee grievances via phone, e-mail and in-person
- Contributed to the auditing process of the benefits and payroll departments
- Supported the team with special projects and general administrative tasks
- Maintained the office equipment and scheduling repairs whenever necessary

## WORK EXPERIENCE(Continued)

## INTERESTS

- Travelling
- Hiking
- Cycling
- Volunteer
- Reading
- Chess

## PERSONAL INFORMATION


Date of Birth : 15<sup>th</sup> June, 1985  
Marital Status : Married (with 2 kids)  
Passport No. : V1869560  
Passport Validity : 27-Sep-2031

## WORK EXPERIENCE(Continued)

### Administration Assistant

Apr 2012 - Oct 2015

Al Hail Waves Hotel (Eastin Residences)  
Sector : Hospitality

 OMAN


#### Responsibilities

- Handled guest concerns and requests and responded quickly and professionally
- Provided complete information of all Hotel operations
- Managed purchasing of office and operating supplies
- Accountable to attend weekly meetings, take notes and distribute the minutes and follow-up tasks accordingly
- Answered all assigned phone and correspondence
- Followed Hotel policies, procedures and service standards
- Prepared reports concerning room occupancy (70 Keys)
- Prepared Monthly Guest Satisfaction Survey reports
- Inspected guest rooms and public area within the hotel to ensure cleanliness
- Supervised linen collection for laundry
- Reported needed repairs instantly with maintenance department
- Maintained high standard of personal appearance and grooming
- Ensured a safe workplace by identifying and reporting hazards and take corrective action as required
- Continually offered professional, friendly, and engaging service

### HR Payroll Assistant

May 2011 - Mar 2012

Safer Hotels & Tourism Co. (Golden Group)  
Sector : Hospitality

 OMAN


#### Responsibilities

- Provided administrative support in the recruitment of employees
- Processed monthly payroll
- Maintained employee records
- Audited leave, sick and overtime reports
- Performed routine clerical duties including the processing of mail, filing, photocopying, faxing, data entry, scheduling of meetings related to office procedures
- Prepared employee contracts and letters of offer
- Attended incoming calls

### HR Assistant

Apr 2005 - Jan 2010

Al Majal International Trad. & Cont. Co.  
Sector : Real Estate-Facility Management-Construction

 QATAR

#### Responsibilities

- Managed all employee personnel files
- Coordinated with Public Relations Officer for document renewal
- Prepared daily manpower report
- Prepared vacation/final settlements
- Generated payroll reports
- Administered employee vacation / cancellation concerns and flight bookings
- Drafted documents for all official use (Transfers, Insurance, Salary advance etc.)
- Performed other office duties as required