

CURRICULUM VITAE

MOHAMED ILLYAS HABEEB

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PERSONAL DETAILS

D.O.B : 15-07-1985
Nationality : Indian
Marital Status : Married (3 dependents)
Current location : Bahrain (Open to relocation)
Bahraini CPR Number : 850781906
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PROFILE SUMMARY

Human Resources and Administration Management Professional seeking opportunities with extensive experience in staffing, internal program development and management, employee relations, people management, compensation and benefits structuring, employment law, talent acquisition, payroll, performance management, policy and procedures structuring and HR strategic development with strong focus on enhancing a company's overall strategic plan and direction and emphasis on implementation of best practices with aim of cost saving through maintaining optimal manpower and effective utilization of resources. Development and improvement oriented professional with continuous efforts for achievement of service excellence. Intense involvement in business Process Improvement Plans (PIPs) and Quality Assurance and quality accreditations.

Prior to working in Al Salam Specialist Hospital B.S.C Cksed, Bahrain, since May 2018, I worked for:

- 7 years and 8 months in Procure Riaya Hospital, Al Khobar, Saudi Arabia,
- 11 months in Abdel Hadi Abdullah Al Qahtani & Sons (AHQ) Group, KSA;
- 3 months in Shary Car Leasing Est., KSA; and
- 9 months in Firstsource Solutions Ltd. (Virgin Holidays), India.

AREAS OF EXPERTISE

- Ability to exercise good judgment in a variety of situations and to maintain a realistic balance among multiple priorities.
- Attention to accuracy and detail in all respects of responsibilities
- Proven ability to manage and work within a team environment with a diverse group of staff.
- Proven ability in managing an HR department and operations independently.
- Business Development, Sales Management, Market Research, Negotiations, Statistical Analysis and Strategic Planning, Administrative Management.
- Strong Focus on quality assurance and improvement
- Strong analytical skills assisting management in areas outside of HR & Administration, including but not limited to feasibility study of new business plans, improvement in business processes, patient experience improvement etc.

EDUCATIONAL QUALIFICATIONS

- 2009 - Masters in Business Administration** (MBA in Marketing and Human Resource Management) from Birla Institute of Technology, Ranchi, India (Bahrain International Centre – Full Time).
- 2006 - Bachelors in Business Administration** (BBA) from University Institute of Technology, University of Kerala, India.

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TOTAL PROFESSIONAL EXPERIENCE (10 YEARS)

AL SALAM SPECIALIST HOSPITAL BSC CLOSED – BAHRAIN

Period: May 2018 up to June 30, 2020

Designation: Senior Executive – HR

Al Salam Specialist Hospital BSC Closed is a 70-bedded multi-specialty startup facility and one of the biggest private sector hospital in Bahrain:

Role and Responsibilities:

- Develops and administers plans, policies and procedures relating to all aspects of human resource activities for the hospital workforce which includes various nationalities from Bahrain, India, Philippines, Egypt etc.
- Formulates and develops staffing plan in collaboration with different department heads to address staffing needs and issues.
- Participate in developing department goals and objectives and ensure that all staff are trained in using the online HR Management system (HRMS), which is part of the Hospital Management System (HMS),
- In collaboration with the CHRO, assesses needs, plans, and implements appropriate strategies and evaluates organization-wide initiatives, such as service excellence, satisfaction and engagement surveys.
- Supervises the functions and activities of HR department and prepares its budget.
- Initiates and directs surveys and analysis related to turnover, compensation, benefit, exit interview and other human resource considerations.
- Manages staff performance evaluation systems and reviews compensation and benefits.
- Establishes staff motivation and retention programs and promotes good employee relations.
- Assists in evaluation of reports, decisions and results of HR department in relation to established goals, recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and human capital welfare.
- Performance management: Coordinating the performance evaluation program and ensuring its compliance to standards.
- Assists and advices in maintaining and updating overall manpower head count to keep compliant with the manpower budget, standard HR Department Reports and management presentations.
- Revises and maintains organizational charts to reflect organizational structure, reorganizations, approved budgeted positions and current employees.
- Ensures Job descriptions are available for all position and are updated as and when needed.
- Prepares and maintains the Staff Handbook and other personnel policies and procedures.
- Plan and design HR forms and incorporate that in the HRMS system.
- Coordinate with Quality department for any HR documentation required in support of Continuous Quality Improvement (CQI) Programs and Accreditation requirements.
- To supervise the daily activities of the Human Resources department through the HRMS which includes promotions, transfers, legal compliance, performance evaluations, employee relations etc. Also administers the execution of all the employees' administrative issues and overseeing the adherence to the adopted policies and procedures.
- Ensures with concerned section that all visa processes, NHRA license, CPR issuances and other government related processing are carried out timely and progressing according to timelines, tracking is done on regular basis and report is submitted monthly in an acceptable format.
- Reviewing payroll process and executions
- In-charge of ensuring that the Staff Qualification and Education standards are met as part of efforts towards achieving accreditation.

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- Establishes procedures for maintaining and managing personnel records.
- Actively participate in the hospital's on-going Patient Safety and Quality Improvement Programs and other In-Service Training Programs.

PROCARE RIAYA HOSPITALS GROUP – AL-RAJHI HOLDINGS, AL-KHOBAR, SAUDI ARABIA

Period: August 2010 up to April 2018 (7 years and 8 months)

Designation: Management Consultant & Head of HR Operations

Period: December 2016 up to Present



Procure Riaya Hospital is a 100-bedded multi-specialty healthcare facility started in 2007 under the patronage of the reputed Abdulrahman Al Rajhi Holdings Company (ARARCO), accredited by the JCI (2012 & 2015) and, CBAHI (2016).

Role and Responsibilities:

- Reporting to the Chief HR Officer (CHRO) of the Hospitals Group
- Managing over the HR Operations, Recruitment, Employee Relations, Organization Development and Total Remunerations departments. Liaising with the Training and Development, Payroll, Government Affairs and all other department heads for various operational requirements
- Development of manpower requirements/hiring plans and its execution. Establish the sourcing strategy for openings by fiscal year.
- Developing and executing of the Saudization program to ensure that a pipeline of talent is continually being built to attract, retain and develop KSA talent.
- Provides management with recruiting and on boarding strategy, guidelines and procedures concerning best practices, systems, and methodology that support and accelerate new hire assimilation.
- Developing strategies and efficiency tools to maintain manpower efficiency and cost benefits. Ensuring optimum manpower is maintained at all times and levels.
- Performance management: Drive a culture of high performance, utilizing the primary tools and programs as well as coaching and mentoring both employees and managers in meeting the expectation of the business.
- Managing the day to day activity of the administration tasks in the HR department including but not limited to visa processing, employee documentation requests and decisions around policy.
- Manage various organizational development plans and procedures for all company personnel.
- Development and implementation of policies and procedures and departmental KPIs and ensuring compliance.
- Development and update of hospital-wide job descriptions.
- Assesses needs, plans, and implements appropriate strategies and evaluates organization-wide initiatives, such as employee training, service excellence, satisfaction and engagement surveys.
- Structures organizational charts to reflect organizational hierarchies, reorganizations, approved budgeted positions and current employees' structure.
- Developing compensation and grading structures in-line with changing economic conditions and market studies
- Developing and implementing talent retention plans thereby restricting employee turnover to within 15%
- Reviewing monthly payroll to check for any discrepancy/errors.
- Plan and design employee satisfaction surveys and recommending improvement measures.
- Working with Quality department for any documentation required in support of all quality accreditations such as JCI/ CBAHI etc. along with serving as active member of Quality Assurance Committees.
- Ensuring 100% compliance to quality standards in HR Function.
- Follow and identify opportunities for continuous improvement of systems, processes and practices taking into account leading practices, improvement of business processes, cost reduction, and productivity improvement
- Planning and executing ad hoc field HR projects.

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Achievements in Procure Riaya Hospital:

- Passed the GLD (Governance, Leadership and Direction) and SQE (Staff Qualification and Education) chapters of the JCI (Joint Commission International, USA) Accreditation in 2012 and re-accreditation in 2015.
- Passed the HR departmental CBAHI (Central Board of Accreditation for Healthcare Institutions, KSA) Accreditation in 2017.
- Worked with IT in developing the new HR Online Portal which helped in cutting costs on huge amount of paper work and speeding up approval processes.
- Was able to grow from Administration Office to Core HR Management, where my interest lies, in a short span of 4 years.
- Developed an effective process map resulting in improved operational process within HR Operations which helped in optimizing resources and manpower and improve service efficiency of the department

Designation: OD, Recruitment and HR Operations Manager

Period: December 2014 up to November 2016

Summary: Managing complete recruitment team and process
Managing the complete HR day to day operations and teams



Designation: Senior Administrator – Administration

Period: August 2010 up to November 2014

Summary: Assisting in management of all administrative departments reporting to the CAO
Review and development of all related policies and procedures



ABDEL HADI ABDULLAH AL QAHTANI & SONS CO. (AHO) – SAUDI ARABIA

Designation: Business Development Executive

Period: Oct. 2009 – Jul. 2010 (9 months)

- Marketing Security systems and Security Locking Solutions (ABLOY).
- Preparing presentations on the products and attending meetings with potential customers.
- Preparing quotations and tenders in liaison with technical staff; negotiating on prices and contract agreements and ultimately saving costs by 30%.
- Also handling Purchase of materials and contacts with suppliers.

OTHER CERTIFICATIONS, COURSES AND LECTURES ATTENDED

- Attended lecture on Corporate Governance (2014) – Procure Riaya Hospital
- Contribution to Breast Cancer Awareness Day (2014) – Procure Riaya Hospital
- Contribution to following Chapters of the Joint Commission International (JCI) Accreditation leading to successful accreditation of the hospital in 2012 and re-accreditation in 2015:
 - Governance, Leadership and Direction (GLD) standards
 - Staff Qualification and Education (SQE) standards
- Contribution to developing and maintaining HR standards of Central Board for Accreditation of Healthcare Institutions (CBAHI) leading to successful accreditation of the hospital in 2017.

The above information is true to the best of my knowledge. References and relevant certificates will be furnished upon request.

Signature:

Date: