

# RESUME

## 2020

### Career Objective:

To work as a professional within the challenging and innovative environment and to provide quality services, efficient & effective professional skills which will surely enhance the productivity of an Organization and to prove myself as a hardworking, result oriented & responsible employee.



**RAO JAWAD AHMAD**

**General Manager HR & Admin**

RAO INTERNATIONAL COMPANY W.L.L, BAHRAIN.

+973-33321963

## **Summary**

Monitor employee progress and development, through working closely with business managers. More than 7 years' experience in the field of Administration, HR and Recruitment management with the Providing HR management functions as manpower planning, selection, recruiting, compensation, appraising, training and career sectors of Business Consultancy, Engineering and Construction with the top notch clients in Pakistan and Bahrain.

Ensure that all personnel action forms that are submitted to accomplish recruiting, promotion, salary changes, terminations, leaves, absence, and all other personal actions are reviewed in a timely manner for compliance with the company policies and procedures.

Maintain HR policies, procedures, and practices to ensure that the company complies with all local and federal laws. Set up career development plans for new hired employee needs.

## **Specialties:**

- Recruitment and Staffing.
- Camps Management.
- Logistics/Transport Management.
- Heavy Construction Equipment.
- Placing Right person for Right Job.
- Cost and Time Effective recruitment.
- Closing all positions within Specified deadlines.
- Outstanding communication Skills.
- Accounts.
- Procurement.
- Sales
- Team Player
- Having Ability to lead the Team from the front
- Policy development
- Employee Orientation, Trainings and Development.
- Employee relations.
- Employment and Compliance to regulatory concerns.
- Compensation and Benefits Administration.
- Meetings Organization.
- Expert in Administration Management.
- Handling all Administration issued at right time Projects & Shutdown.

## **Professional Experiences:**

### **1. General Manager HR & Admin**

RAO INTERNATIONAL COMPANY W.L.L, BAHRAIN.

25-06-2015 to Present

#### **Assignments & Responsibilities:**

- To Manage the Successful implementation of the recruitment plan as tasked by the Administration/HR Manager.
- To provide specialized support to other departments and Managers.
- Planning, Organizing, Providing leadership and controlling all HR / Administrative functions at site.
- Gathering, adapting, storing and distributing information within the company as advised by H.O or self-decision.
- Ensure Operations run smoothly within departments such as information and data processing, mail, materials scheduling and distribution, records Management, Security, and Transportation services.
- To ensure Contracts, Medical insurance requirements, and Government Regulations followed properly.
- Handling of Human Resource duties such as New Employee Orientation, Contracts and payroll issues.
- To deal with vendors/service providers like suppliers, courier, manpower consultants etc.
- To take care of legal cases and their proper follow-up.
- To ensure statutory liabilities and timely renewal of Trade License.
- Organize office operations and procedures.
- Manage contract and price negotiations.
- Promoting and marketing the business, sometimes to new ;
- Managing budgets and maintaining statistical and financial records.
- Sourcing products and destinations to meet consumer demands.
- Dealing with customer enquiries and aiming to meet their expectations;
- Overseeing the smooth, efficient running of the business.
- Constantly motivating the sales team to hit their targets and ensure company profitability;
- Meeting regularly with team leaders to give them sales figures and plan how they approach their work;
- Overseeing the recruitment, selection and retention of staff as well as payroll matters and staff training;
- Dealing with disciplinary matters and customer complaints.
- Arrangements of Accommodation for Labor and staff.
- To deal with vendors/service providers like suppliers, etc.
- To take care of legal cases and their proper follow-up.
- To ensure statutory liabilities and timely renewal of Trade License.
- Conduct new employee orientation.
- Preparation letter of appointment, offer letter, termination letter etc.
- Maintain employee personal file record.
- Camp Administrator.
- LMRA Issues.

## 2. Manager HR & Accounts

SAM TRADING, BAHRAIN

15-02-2012 to 30-03- 2015

### Assignments & Responsibilities:

- Responsible for business development and sales.
- Managing Accounts using accounting software sage50( Peachtree)
- Maintaining banks accounts.
- Recording office expenditure and managing the budget using the accounting software
- Developing and implementing new administrative systems, such as record management;
- To manage and participate in the recruitment process from identification of request to fill a position to the candidate actually joining the Organization
- Manpower Need Identification & Forecasting
- Manpower Sourcing
- Advertisement
- Interviews
- Performance Management System & Appraisal Cycle Facilitation
- Good understanding of general HR practices, policies, procedures and systems especially Recruitment and Selection.
- Plans and controls all recruitment and selection activities required for the provision of qualified personnel
- Initiates related activities and programs to ensure proper application of Company's policies and procedures and consistent with approved manpower plans
- Leads in local or foreign recruiting efforts, ensures efficient processing of applicants due to having excellent negotiating skills
- Ability to develop constructive and cooperative working relationships with others
- Conducting preliminary interviews of the applicants
- Offer letters and compensation negotiations
- Excellent interpersonal skills, confident and poised in interaction with individuals and groups at all levels.
- Handle the compensation and benefits related MIS requests from Groups / Divisions
- Understanding of Labor Law & Employee's welfare
- Arrangement of Seminars & Meetings with Clients
- Very good relations with Government officers as per site & nature of job
- Outstanding oral and written communication skills
- Dedicated individual; achieving a reputation for consistently going beyond what is required
- Creative approach to problem solving through use of excellent analytical skills.
- Potential to cope with pressures of tight deadlines and demanding schedules

### Personal Information:

**Father's Name** : Rao Riaz Ahmad  
**Date of Birth** : 20-09-1985  
**CPR #** : 850949475  
**Religion** : Islam  
**Personal Status** : Married  
**Passport #** : EH1154392  
**Driving License** : Bahrain /Pakistan.  
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**Contact # Bah** : +973 33321963 (Whatsapp)  
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**Address** : 1333, Road # 425, Block 704, Salmabad, Bahrain.

## Academic Qualification:

Master in Business Administration (2009-2011)	MBA (HRM) From Gomal University D.I. Khan, KPK <u>Majors:-</u> (1) Leadership & Team Management. (2) Recruitment & selection. (3) Training and Development. (4) Wages & Compensation. (5) Industrial relation & labor law
Graduation (2009)	B.A (University Of Sargodha)
Intermediate (2004)	F.A (Sargodha Board)
Matriculation (2001)	Science
Import & Export Management	3 months certificate from Pakistan knitwear training institute new garden town, Lahore,
Optical Fiber Cable Jointing & Splicing (Dec 05 - March 06)	3 months Diploma from Telecom Foundation Training Institute I-9 Islamabad
Computer Hardware & Maintenance (2004-2005)	Computer Hardware & Maintenance Diploma from Vocational Training Institute Special house (Gung Mahal) Lahore.

## Computer Skill:

- Knowledge of Computer Operations.
- Microsoft office & Windows operations.
- Excellent in Outlook and Internet.

## Other Skills:

- Excellent knowledge about Peachtree accounting software
- Well English Language Skills
- Great Business communication skills
- Self-motivated, hardworking & team playing
- Reading Books & Sports
- Key command on Microsoft office automation , internet searching and analysis
- Strong self-Learning ability and team spirit
- Committed and work oriented.
- Excellent Management Skills.
- Ability of working within a time frame.
- Well organized.
- Excellent Administration and General HR skills.
- Excellent communications and writing skills.
- Excellent computer skills.

## Reference:

Furnished on demand