Naveed Farooq

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objectives

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| *To establish a long-term career in the field of Human Resources Management and Administration department, to seek challenging responsibilities, and to work with diligence and devotion. I will continue to widen my knowledge and experience as to keep abreast of the changing discussion in this field.* |  |  |

HR & Admin Skills

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| Good Team player and motivator  Ability to quickly assess and prioritize projects and office tasks  Ability to meet tight deadlines  Talented team player with ability to perform multiple tasks.  Excellent interpersonal skills.  Effective communication skills both verbal and written.  Strong decision making ability.  Outstanding capability to provide leadership.  Expert to analyze and solve organizational ability.  Superb research and analytical skills.  Great ability to deal with risk.  Extremely result oriented and energetic.  Expertise in office and time management.  Ability to train and supervise junior staff.  Experienced in administrative activities. | HR Department Startup  Employment Law  CPR/Work Visa/F. Visa  Staff Recruitment & Retention  Employee Relations  Alternative Dispute Resolution (ADR)  Benefits Administration  HR Program/Project Management  Orientation & On-Boarding  Training & Development  Performance Management  Organizational Development  HR Policies & Procedures |  |

Professional Experience

## West POINT HOME (BAHRAIN) W.L.L. —

Human Resource Manager, Feb. 2008 to Present

Heading all Human Resources functions of spinning unit 484 employees along with Administration functions of the Group employing 1900 employees from various cultures and origins. Worked with HR director to create HR policies and procedures, review them periodically and effect changes of any; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues.

### Key Results:

* Development and Implementation of Bio metric system and procedures
* Development & Implementation of HR strategies of the company.
* Compensation Management, Management of Salaries, Over Time, efficiency rewards and performance bonuses.
* Preparation and implementation of manpower budgets and rationalization of manpower, preparation of organizational structures.
* Preparation of Job descriptions and effective implementation.
* Conduction performance review meeting.
* Conduction salary surveys to rationalize salaries at all levels (Benchmarking).
* Promotions, Increments, transfers, disciplinary action, terminations/resignations, leaves, final settlements, exit interviews personnel files etc.
* Dealing with all related ministries of Bahrain and GOSI, LMRA, CPR and Tamkeen.
* Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
* Compliance with labor laws of Bahrain.
* Visa/Immigration issues of all employees.
* Timely recruitment with necessary skills required for the position vacant.
* Developing Staff motivational programs and staff welfare.
* Help to Develop reports and updating of HR reports in the HRMS.
* Handling Employee Grievances.

Professional Experience *(continued)*

## West POINT HOME (BAHRAIN) W.L.L. —

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| --- | --- |
| Administration Manager Dec 2006 to Present |  |

Joined Manama textile in Nov 2006 at the time of transition period when WestPoint Home was taking over MTM, in Dec 2006 when WestPoint Home took over I Headed a team of security and drivers and heading all Administration functions of the group employing 1900 employees, worked with HR Director to develop security procedures and obtain international security certificates and CTPAT certification.

### Key Results:

* Arrange air tickets of all company employees travelling to their home countries and air tickets and hotel bookings for employees travelling on company business globally. Maintain travelling records and arrange for their payment
* Managing all requirements/payments related company utilities including Electricity, water, gas, telephone lines.
* Managing yearly contracts of dedicated Internet lines.
* Managing and heading a team of security personnel and drivers of the company.
* Development and Implementation of Administrative policies and procedures.
* Prepare monthly expense reports of administrative expenses.
* Work with department leader to prepare yearly budget of administrative expense.
* Find innovative ideas to reduce manpower strength in the department, hence maintaining and improving the performance by conducting regular training of department.
* Managing all kind of waste removal and arranging drinking/non drinking water requirements of the company.
* Supervising company’s transportation requirements including but not limited to employee transportation, goods transportation, and managing companies vehicle fleet, its insurance and yearly registration, accident claims.
* Management of residential accommodations of employees, maintenance of the infrastructure, managing room allotments and prepare reports on shortfall requirements, managing lavatories upkeep and employee inventories.
* Managing canteen/mess areas of the company including accommodations, conduct periodic audits to maintain standards.
* Manage all the lavatories of the company, including periodic checks to maintain hygiene levels as per required standards of compliance.
* Develop and Maintain healthy relation with Govt. and Non Govt. Organizations for better and fast functioning of organization.
* Development and implementation of security procedures to obtain international security certification such as CTPAT. Get annual audit green certification of CTPAT.

Professional Experience *(continued)*

## MEGA MART (T.CHOITHRAM GROUP) Bahrain W.L.L

Leading Retail Stores having 5 Outlets employing 500 employees

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| Branch Manager Sept. 2000 to Oct. 2006 |  |

Joined Mega Mart as Sales man and got promoted till branch Manager, keeping continuation of educational degree along with job. Managed running the branch with staff of 55.

### Key Results:

* Retail division planning and management.
* Staff Management and training
* Sales Forecast and visual Merchandizing.
* Marketing and Promotions.
* Shop setting and market research
* Inventory control
* Setup new concepts and planning on opening of new branch
* Acquired warehouse handling
* Stock taking

Education & Certifications

## Bachelor of Commerce, 2002

(Advance Accounting, Cost Accounting, Business Administration)

personal synopsis

FATHER’NAME : MUHAMMAD FAROOQ

DATE OF BRITH : JANUARY 17, 1980

CPR # : 800115112

MARITAL STATUS : MARRIED

RELIGION : ISLAM

DRIVING LICENCE : PRIVATE (LIGHT)