



Capt. Asif Shaikh (Ex-Army)

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HR & ADMIN FACILITIES MANAGER EXP- 17 years

General Administration ■ Vendor Management ■ Budgeting ■ Recruitment ■ Client Management ■ HR Services Operations ■ Compliance ■ Process Improvement ■ Team Management ■ Process Improvement ■ Cost Reduction ■ Post Recruitment Coordination ■ Medical and Induction Programs ■ Housing Accommodations ■ Salary Negotiations ■ Events Management ■ Facilities Audits ■ Procurement and Site Administration ■ Facilities Maintenance ■ Transportation and Logistics ■ Labour/IR Issues Arbitration ■ Premises Management ■ Budgeting and Lease Agreements ■ SOP Development and Implementation ■ Work Space Organization ■ Physical Security ■ Travel Arrangements ■ Access Control ■ CCTV monitoring ■ Critical Services Upkeep ■

Professional Summary

Diligent professional with 17 years of experience maintaining seamless business operations. Smoothly administers budgets, trains staff and monitors procedures to maximize efficiency and balance objectives with operational requirements. Exceptional skills in administration, facilities and inventory management, Fire safety and security, loss prevention.

India-Pune Nov2022- Jun2023

Jade Global Pvt. Ltd. (ITES)

Manager – Facilities and Operations

- Responsible for end-to-end facilities management of 02 Pune offices, Kolkata and Hyderabad offices appx 116K sq.ft.
- Oversaw Final STPI registration and renewal without using the services of a consultant.
- Responsible for physical security of premises, ID and Access control system and Fire Safety.
- Monitored and handled AMCs for HVAC, UPS, Fire Safety equipment's, CCTV and Access control system.
- Responsible for monitoring and empaneling vendors and their performance, vendor management.
- Handled entire range of administration activities in Main office, satellite office, cafeteria, vendor payment's, office management etc.
- Responsible for hosting prospective clients both domestic and overseas, enabling company bag prestigious projects.
- Prepared F&O budget in accordance with fiscal Year22-23.
- Conducting Fire safety training, mock drills, and upkeep of fire safety equipment under AMC.
- Ensure precise and accurate documentation of processes, procedures, evidence's, reports and lease agreements.

Achievements

- Successfully got rate reduction from MSEB, commercial to industrial in two months without consultant services.
- Successfully ensured record for all processes leading to SOC 2 certification, ISO recertification.

India-Pune
Feb2020- Jan2021
Azam Campus-Head Estate and Security

- Responsible for start-up for an Armed Forces preparatory school, complete with all essential training modules for Exams and Interviews.
- Overall In-charge for administration and coordination security administration.

India-Pune
Aug 2018- Nov 2019
MarkSpace Media Pvt Ltd
IT/Non-IT/ Mid-Senior Level Recruitment- Senior Lead Recruiter (RPO) (May 2019 onwards)

- Engage Client Managers and Business Unit Leaders to define, build and document hiring forecasts
- Upon approval of a new requisition, work with hiring manager to set Service Level Agreements (SLA) expectations and requirements.
- Work within pre-defined recruitment processes while assessing that process to identify, recommend areas, improve and build standard methodologies to follow.
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Senior BDE, Inside Sales Expert and IT Recruiter (RPO)

- Developed sales leads through cold calling, marketing lists and internal database churning.
- Working in CRM made initial contacts with decision makers, collected qualifying information, and coordinated appointments for sales staff.
- Ample use of networking opportunities to create successful, on-going business relationships using LinkedIn, Manta, Lead Ferret, Google etc.

India-Pune
Dec 2016-Sept 2017 Infosys- IPBO
Team Lead /Asst. Manager –IBPO (Louis Berger Holdings International)

- Handle entire HR services operations for Middle East countries like Kuwait, UAE, Qatar and Saudi Arabia for Louis Berger Holdings Group with a group of 10 FTE's or process specialists.
- Manage, control and operate various HRO towers like Attract to Hire, Data Administration, Payroll, Retire and Separation of LB employees, Management Reporting and Learning Administration.
- Delivered quality HR Payroll services to clients with Accuracy and timeliness.
- Arbitrations and mitigation of compliance issues with LB counterparts and all stakeholders to smoothen processes.
- Ensured 100% compliance on SLA's for all process with no major escalations from clients.
- Conducted weekly, monthly reporting of SLA's and process performance reviews with offshore clients.
- Suggest process improvements, measure to induce more efficiency in Onsite teams.
- Team management to include Team performance appraisal, individual performance reviews, goal settings through On-On-One discussions enhancing productivity.

Saudi Arabia-Jeddah
April 2014-March 2016
Emirates Trading Agency- Power Projects Division- HR &Admin Manager

- Carried out entire recruitment process end to end for 115 candidates and ensured smooth flow of manpower from both overseas and domestic cutting down manpower cost by 30%.
- Provided post recruitment coordination and administrative services like medical, Iqama, induction programs, and deployment through approved Manpower agencies in India, Nepal and Pakistan.
- Processed monthly payroll cycles, salary arrears, salary disbursements leave, time and attendance, settlements, payroll grievances, leave /vacation settlements and final Exit formalities and various MOL and HR services.
- Acquired and leased company housing accommodations, furnishings, facilities, and transportation for employees avoiding expensive hotel accommodations.
- Arranged for Iqama New / renewal, medical insurance for all employees.

- Did strategic manpower planning, sourcing and execution with strict fiscal budgetary controls and ensured self-sufficiency during peak project.
- Ensured optimum Saudization levels in compliance with Nitaqat standards through direct and indirect sourcing.
- Drafted, proofread AO's, JD's, R & R in conjunction with Dept. Heads and Site Team carried out candidate Salary negotiations.

Saudi Arabia-Jeddah

May2012- Oct 2013

Al Marai Company- Regional Assets and Facilities/Admin Manager- Northwest Region

- Overall responsible for all 11 Major depots and 31 housing facilities in Jeddah, Makkah, Madinah, Taif, Tabuk and Yanbu. Handled a team of, 05 Accommodations officers and 110 technicians, laborers and other staff.
- Redressed 90% complaints maintenance issues ensuring the best upkeep of Depot infrastructure, stores and Housing facilities with a critical eye on cost control, saving 50% of budget allotted.
- Managed vendors, suppliers, service providers and contractors.
- Achieved periodic site /depot visits and inspection targets through review based on KPI's.
- Meticulously designed and implemented Housekeeping programs, for depots, offices, ramps and cold stores in the region.
- Assisted in HR overseas recruitments, screening, interviewing and shortlisting potential candidates, Visa processing and deployment in KSA for India, Nepal, Philippines and Kenya.
- Initiated, major and minor OPEX/CAPEX expenditure for the region for new depots.
- Budgeted manpower, hiring, effected disengagement, transfer, promotion of staff through ESS-MSS.
- Conducted new employee induction, training and advancement courses, Time and attendance, OT, leave, payroll and discipline.
- Budgeted, Ordered and replenished, Uniforms accessories, to over 3000 employees in the region through effective stocking, allocation and dissemination techniques
- Conducted periodic facilities audits, of depots and housing facilities implementing "zero error policy" achieving 100% on QSHE audits scores.
- Assessed and Proposed new housing facilities (rental/ownership).

Dubai – United Arab Emirates Dec2007-June 2011

Emirates Trading Agency (STAR Group)

Manager- Site and Housing Administration (Concourse 3 Airport Project)

- MEP Project Site Administration to include office administration, logistics, stores, transportation and security.
- Facilities maintenance and upkeep to include 02 on/off site offices staffing 450 employees in accordance with the contractual terms of reference with the main contractor.
- Monitor and control daily influx of over 3000 workers, attendance and timekeeping.
- Responsible of induction formalities and security access for entire manpower, material and other restricted passes in conjunction with DCA-EP Safety Engineering, Dubai International Airport.
- Arranging transportation and logistics requirements in a busy Airport construction site.
- Arranging admin and general supplies like stationery, IT accessories, xerox copiers, private mobile radios.
- Daily arbitration of labor /IR issues on/off site in accordance with UAE laws through direct liaison with govt. authorities like police, courts, medical and civil defense
- Overall In-Charge for Administration of 22 labor camps housing 17000 workers across different locations in Dubai and Sharjah.
- Headed a team of 03 Area supervisors, 22 camp bosses, 09 Asst Camp bosses, 02 Admin Officers, 02 office clerks and 40 other staff.
- Plan and budget new commercial/residential premises, rent payment, renewal of lease agreements and handing over premises on expiry of lease.
- Occupation, furnishing, landscaping, maintenance and upkeep of company facilities.
- Implementation of systematic up gradations related to environment health, hygiene and fire safety, with information and awareness programs.
- Overall coordination of Camps/Sites and offices, including monitoring regulatory requirements, processing expenses, costs, bill reconciliations, cost reduction audits.

Dubai – United Arab Emirates

Dec 2006-July 2007

Trident International Holdings FZCO Assistant Manager –Admin

- Responsible for policy development, direction and implementation
- Organizing office space interior/ new equipment purchase and procurement.
- Monitor vehicle purchase, registration (new and renewals), Insurance (new and renewals).
- Budgeting yearly expenses, planning requirement based on departmental requisitions, get stationery printed on a periodic basis and whenever the need arises, Purchasing stationery, distribution to user departments, settling monthly bills.
- Budget yearly expenses, selection of travel agents, negotiating best rates and credit terms, buying tickets for employees going on official travel, arrange for visas for traveling executives.

Dubai – United Arab Emirates

Aug 2005-Dec 2006

Al Faraa Gen Cont. LLC, Dubai, Assistant Admin Manager – Dubai Area

- Contributed in making policies, procedures and guidelines for Admin, accommodations, security, petty cash management, telecommunication.
- Camp Facilities and assets management.
- Assisted HR in induction and joining formalities.
- Corporate office administration. Supervising Housekeeping and Maintenance activities
- Tracking, reducing maintenance expenses, with cost ineffective solutions.
- Facilitated project management for renovations, modifications, up gradation of the existing offices and camps.
- In-charge of canteens and cafeterias, vehicle fleet.

Pune-India

Dec 2004-June 2005

VASCON Engineers. Pvt. Ltd, Pune, Administration Coordinator

- Organized, administered, procurement and maintenance of IT equipment, in 11 site offices.
- Vendor management, to include new, renewal of maintenance contracts, performance evaluation, purchase of Office equipment.
- Preparing MIS of administration costs and demonstrating reduction in costs through data.
- Accidental claims (as per WCA), Insurance of employees and site machinery Liaising with other govt. bodies.
- Ensure all time upkeep of critical services like Generator sets, UPS, Servers, A/C's etc. and facilities management.

Government Service – Indian Armed Forces, Army, Artillery, India

June 1998- March 2004

Army Troop Commander (Capt.) Officiating Administration Commandant

- Acted as liaison officer, Station HQ Ajmer between civil & government agencies, higher HQ and other military units in 2003. Promulgated various guidelines and ordinances of ECHS schemes
- Commanded an artillery subunit comprising 02 Officers 06 junior commissioned officers and 300 men.
- Manpower management to include administration, welfare, training, pay and allowances, leave and career planning, recreation and grievance handling.
- Undertook career planning of each personnel subunit to enable optimum utilization of manpower resources.
- Conducted lecture demonstrations during combat, logistic support during operations.
- Handled sales, purchase and accounts of unit run CSD and Mess.
- Trained the Unit Sports Team for various inter-unit competitions.
- Ensured self-sufficiency with regards to food, shelter, clothing, ammunition, fuel, stores, classified vehicles and equipment.
- Allocation of resources like weapons, ammunition, vehicles and manpower.
- Participated in disciplinary and investigative procedures as per Army Law.

Computer Skills: Internet, MS Office, MS Outlook, ADP (SAP) done 06 months vocational course

Education: Post Graduate Diploma in HR, 2005, SCDL,
PuneBSc (Electronics), 1997, Pune University
Certificate in Weapons Systems, 1999, Pune University

Personal Details: Date of Birth: 04th Sept 1975.

Valid Driving License: India, Saudi Arabia, UAECurrent location: Pune, India

Languages: English, Urdu, Hindi Marathi and Arabic

Joining Period: Immediate