

# Md Adnan

## HR PROFESSIONAL

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Experienced and results-oriented HR manager with a proven track record of driving organizational success through strategic human resource initiatives. Skilled in talent acquisition, employee development, performance management, and HR policy implementation. Strong leadership abilities with a focus on fostering a positive and inclusive work culture. Adept at building effective relationships with stakeholders and providing innovative solutions to HR challenges. Committed to continuous learning and staying updated with industry best practices.

## EXPERIENCE

### HR Manager, Harlalka Services India Pvt Ltd

*April 2023 - Present*

- **Payroll Coordination:** Liaised with payroll teams, ensuring accurate payroll inputs for new joiners, leavers, and internal transfers.
- **Event Management:** Oversaw event operations and logistics, coordinating seamless execution of all event-related activities.
- **Contract Management:** Managed contractor agreements, ensuring compliance with contractual obligations.
- **Employee Benefits Administration:** Provided inputs for medical benefits, maternity leaves, gratuity, and paid leaves, ensuring adherence to company policies.
- **Background Checks:** Coordinated comprehensive background checks for ex-employees, verifying critical details.
- **Compensation Management:** Updated one-time earnings such as referral payouts, joining bonuses, and relocation payments.
- **Employee Off-boarding:** Facilitated full and final settlements, managing leave encashment and issuing necessary documentation.
- **Vendor Management:** Processed vendor invoices promptly and maintained precise records.
- **Client Relationship Management:** Maintained strong client relationships, ensuring satisfaction and addressing concerns promptly.
- **Performance Management:** Conducted regular meetings with reporting managers to discuss performance and improvement opportunities.

### HR Executive, Harlalka Services India Pvt Ltd

*August 2022 - April 2023*

- **Recruitment Lifecycle Management:** Oversaw the complete recruitment lifecycle, from job posting to onboarding.
- **Training and Orientation:** Conducted orientation and training sessions for new hires.
- **HR Policy Implementation:** Assisted in the creation and implementation of HR policies and procedures.
- **Employee Relations and Conflict Resolution:** Addressed employee grievances and facilitated conflict resolution.
- **Performance Management:** Conducted performance evaluations and provided constructive feedback.
- **HR Data Management:** Maintained and updated employee records and HR databases with high levels of accuracy and confidentiality.
- **Employee Engagement:** Organized employee engagement activities and events.
- **HR Helpdesk Management:** Managed the HR helpdesk, resolving employee queries efficiently.
- **Onboarding and Offboarding:** Handled the entire onboarding and offboarding processes, including managing employee records in HRMS.
- **Attendance Management:** Managed employee attendance records, ensuring accurate tracking and reporting.

## HR Coordinator, Skill Vertex

May 2021 – July 2022

- **Employee Onboarding:** Managed the onboarding process and conducted orientation sessions for new hires.
- **HR Administration:** Maintained employee records and assisted in the preparation and updating of HR documents.
- **Employee Relations:** Acted as a point of contact for employee inquiries and facilitated conflict resolution.
- **Performance Management:** Coordinated performance appraisals and supported managers in setting performance goals.
- **Training and Development:** Identified training needs and coordinated with external trainers and vendors for effective sessions.
- **HR Project Management:** Contributed to HR projects and assisted in policy development and implementation.

## Associate Consultant , Skill Vertex

April 2020 – April 2021

- **Full-Cycle Recruitment:** Conducted end-to-end recruitment for various roles, from entry-level to senior positions.
- **Sourcing Strategies:** Utilized multiple sourcing strategies, including job boards, social media, and networking events.
- **Resume Screening and Interviewing:** Reviewed resumes, conducted initial phone screens, and coordinated in-depth interviews with hiring managers.
- **Candidate Experience Management:** Maintained clear communication and provided timely feedback to enhance the candidate experience.
- **Job Offers and Negotiation:** Extended job offers, negotiated terms, and facilitated the onboarding process.
- **Collaboration:** Worked closely with the HR team to ensure a seamless transition for new hires.
- **Data Management:** Maintained accurate recruitment records in the ATS and generated recruitment metrics reports.
- **Employer Branding:** Collaborated with the marketing team and participated in career fairs and networking events to promote the company.

## SKILLS

- Time Management
- Adaptability
- Negotiation
- Organizational Skills
- Leadership
- High Emotional Intelligence
- Technological Proficiency
- Microsoft Office Suite
- Communication Skills
- Interpersonal Skills

## CERTIFICATES

- HR Professional Documentation Training at Tareeqa Global Solution Pvt Ltd ! 2022
- Agile Crash Course: Agile Project Management , Agile Delivery | 2023
- Human Resource Management !! Great Learning | 2023
- Operation Management !! Great Learning | 2023
- ChatGpt for HR !! Great Learning | 2023
- Organizational Behaviour !! Great Learning | 2023
- Quality Management !! Great Learning | 2023

## **EDUCATION**

- Jamia Milia Islamia  
Bachelor of Commerce - 2021
- Nirmala Memorial Foundation College Of Commerce & Science  
Higher Secondary Education - 2017
- Delhi Public School  
Secondary School Certificate - 2015

## **LANGUAGE**

- English
- Hindi
- Urdu

## **AWARDS & ACHIVEMENT**

- Won a silver medal in javelin throw at the state school level competition.