#### Contact

# **Imran Jafar Hingora**

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Acknowledged for strengthening companies to lead in highly competitive markets and delivering innovative concepts & strategies targeting challenging assignments in **Administration/HR** with an organization of high repute

#### **Education & Credentials**

- MBA (HRM) from Sikkim Manipal University, Bhuj Kutch, Gujarat in 2008
- BBA from H.K. COLLEGE, Gujarat University, Ahmedabad, Gujarat in 2002
- Diploma In Export & Import Management from Indian Institute of Shipping & Foreign Trade, Gandhidham, Gujarat in 2006

# **Profile Summary**

- A competent professional with nearly 14 years of rich & extensive experience
- Rich experience in devising and effectuating HR, policies, systems and practices; ensuring smooth running as well as enhancement of centralized HR process operations along with introduction of right practices in alignment with business operations; track record of having established HR processes from germination level
- Maintained effective employee relations with staff across all hierarchical levels in the organization on day to day matters through role enrichments, feedback sessions & disciplinary proceedings, thereby establishing a collaborative culture through continuous engagements
- Excellent in reviewing compensations & benefit plans, reward & recognition schemes, HR policies & ensuring their effective communication across organization in compliance with labour/administrative laws
- Skilled in empowering employees to voice their opinions / grievances on a common platform as well as arriving at productive agreements as management representative
- Credited with implementation of innovative corporate planning based initiatives to streamline processes and capitalize on organizational growth opportunities

## **Key Impact Areas**

Policy Formulation

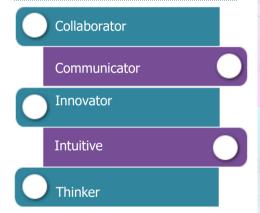
Financial Management

HR Operations Management

MIS Reporting

Performance Management

# Soft Skills



#### CareerTimeline



#### Abrar Health Care, Bhuj – Kutch, Gujarat as Founder & CEO

#### **Key Result Areas:**

- Performing activities such as research, planning and writing to develop a plan, and expecting to revisit and changing it as needed
- Monitoring Business Bank Accounts, Payment Processing, Accounts Payable, Accounts Receivable and taxes
- Creating legal contracts, writing, reviewing and signing legal contracts and sales agreements
- Formulating marketing and sales strategies and its implementations such as Print Advertising, Public Relations, Online Marketing, Networking and Cold Calling
- Attending to phone calls, messages and following up on the concerning product delivery and quality issues
- Analysing Human Resource needs, writing job descriptions, screening and interviewing candidates, training, managing and paying employees
- Maintaining and reconciling accounts as well as preparing reports; creating, documenting, and posting complex journal entries; recording various intercompany transactions and cost allocations
- Reconciling general and subsidiary bank accounts by gathering and balancing information
- Conducting market research on competitors and rival products, submitting detailed reports and analyses on the same
- Using insights gathered from research reports for creating product positioning and messaging strategies
- Managing cold calling of candidates, phone screening applicants, attending career fairs, facilitating new hire paperwork and training for new employees
- Preparing salary structure and Offer Letter of the selected candidates & assisting in redesigning / formulating processes in HR Department as per the quality standards

#### **Highlights:**

- Analysed product features; evaluated factors that appeal to customers; provided valuable inputs during the planning, design and development of minerals added water.
- Provided information on financial status by preparing special reports such as Statement of Financial Position, Income Statement, Cash Flow Statement.
- Recorded and managed all accounting entries in TALLY 9
- Utilized Resumix software to track candidates and generate pre-employment documents
- Reduced the salary discrepancy problems and issues by 95% and almost zeroed it using measures such as Negotiation, Interview, Grievances forms.

# Hotel Mangalam (Restaurant Franchisee of 'The Yellow Chilli' of Sanjeev Kapoor) and Hotel Oasis (Restaurant Franchisee of 'Sankalp')

Mar'10- Dec'16

#### **Growth Path:**

#### (Human Resources Manager)

### **Key Result Areas:**

- Conducted Manpower Planning & Budgeting which included understanding the requirements & discussing with the Functional Departments
- Screened the resumes, shorlisted resumes using job portals; scheduled interviews with the Functional Departments
- Negotiated the Compensation and Benefits for new recruits
- Integrated with the Administration Department for assets such as Laptop, Mobile and departmentalarrangements
- Formulated MIS reports and managedperformance
- Provided induction presentation, technical information & information about projects, location and culture
- Reviewed the training needs, prepared the training calendar, managed the training activities
- Developed & executed HR policies and prepared HR documents and reports if required
- Steered Employee Satisfaction Surveys and an in-depth analysis of the received responses
- Administered employee monthly meetings & several employee engagement activities
- Managed exit interviews and their analysis which were sent to the HR Manager and VP-Operations
- Studied Attrition Analysis on a weekly, monthly & quarterly basis to study trends and form an action plan for retention

#### Silver Shell Trading and Contracting L.L.C, Ruwi, Oman as Human Resources Manager

Nov'06- Feb'10

#### **Key Result Areas:**

- Negotiated with Ministries of Sultanate Of Oman and made procedures for issuing Work Permit Visa, Cancellation of Visa or any other work related to employees
- Supervised core HR Generalist profile including Recruitment, Performance Appraisal, Manpower Planning, Training & Development, & MIS for the complete group
- Integrated with the Royal Oman Police Department for any absconding employees from the organisation and then

- published in the newspaper of absconding employees
- Dealt with all aspects of HR Administration for the department
- Planned, developed and deployed employee care program, climate survey project; addressed recommended change needs with management, and fine-tuned efforts to meet goals
- Performed research and analysis on Strategic Executive Succession Planning, Human Capital Infrastructure Retention And Knowledge Management Projects and made recommendations to senior management
- Directed critical HR programs encompassing benefits/compensation, staffing, organizational development, employee relations, and regulatory compliance

Shivam Mines & Minerals Ltd., Bhuj-Kutch, Gujarat

May'03- Aug'06

**Growth Path:** 

(Senior Manager (Business Head))

Rotary Education Society, Bhuj-Kutch, Gujarat as Administrative Officer

Nov'02- Apr'03

#### Certifications

- Received:
  - Microsoft Certification in SQL 7
  - o Certification in Web-Centric Computing from NIIT, Ahedabad in 2002

# **Personal Details**

**Date of Birth:** 31<u>-03-1980</u>

**Languages Known:** ENGLISH, HINDI, ARABIC, GUJARATI

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