

Contact

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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

Collaborator

Communicator

Innovator

Intuitive

Thinker

Career Timeline

Nov'02 – Apr'03

Rotary Education
Society as
Administrative
Officer

May'03-Aug'06

Shivam Mines &
Minerals Ltd. as
Senior Manager
(Business Head)

Nov'06-Feb'10

Silver Shell
Trading &
Contracting LLC
as HR Manager

Mar'10-Dec'16

Hotel Mangalam
as HR Manager

Jan'17 till date

Abrar Health
Care as CEO

Professional Experience

Jan'17 till date

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, shortlisted 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 departmental arrangements
- Formulated MIS reports and managed performance
- 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
 - Certification in Web-Centric Computing from NIIT,Ahedabad in 2002

Personal Details

Date of Birth: 31-03-1980

Languages Known: ENGLISH, HINDI, ARABIC, GUJARATI

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