



IMTHIYAZ M A

Assistant Manager Human Resources

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Date of Birth: 15-11-1987

Dedicated HR professional with 9+ years of healthcare industry experience, seeking an Assistant Manager - HR position to leverage expertise in full-cycle recruitment, employee relations, and HR operations to drive organizational growth and ensure HR process excellence. Aim to enhance employee engagement and streamline HR functions contributing to the overall success of the organization.

Professional Summary

- Experienced HR professional with 9+ years in the healthcare sector, specializing in full-cycle recruitment and HR operations.
- Proficient in managing recruitment processes for diverse healthcare roles, including physicians and managerial staff.
- Proven ability in HR process management, ensuring NABL/ISO audit compliance.
- Expertise in employee relations, performance management, and HR policy development.
- Skilled in leave and attendance management and payroll processing.
- Adept at handling employee onboarding, offboarding, exit formalities, and full and final settlements.
- Excellent communication, presentation, and negotiation skills.

Career Timeline

Dec 2023 - Mar 2025	Assistant Manager-HR GVK Health Hub
Sep 2020 - Dec 2023	Assistant Manager - HR Lucid Medical diagnostics Pvt. Ltd.
Oct 2017 - Sep 2020	Senior HR-Executive Elbit Medical Diagnostics Pvt. Ltd.
Nov 2015 - Sep 2016	HR-Executive Indo US Hospital
Feb 2014 - Aug 2015	HR-Executive New Life Hospital
Nov 2010 - Nov 2011	Customer Care Executive HGS

Work Experience

Dec 2023 - Mar 2025	Assistant Manager-HR GVK Health Hub (Hyderabad, India) At GVK Health Hub, responsibilities encompassed the end-to-end recruitment lifecycle, specifically focusing on the acquisition of healthcare professionals such as Radiologists, Pathologists, Microbiologists, and Biochemists, as well as managerial staff. Management of leave and attendance protocols formed a core aspect of the role, alongside spearheading HR-driven initiatives for organization-wide policy adherence. Integral involvement in overseeing the audit processes pertinent to NABL/ISO standards ensured sustained excellence in HR operations. Streamlined recruitment operations for key healthcare positions, enhancing the talent acquisition process and maintaining a robust candidate pipeline.
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Soft Skills

- Communication
- Empathy
- Negotiation
- Problem-solving
- Organization

Technical Skills

Full-Cycle Recruitment	██████████
Payroll Management	██████████
PMS	██████████
Leave Management	██████████
Attendance Management	██████████
Onboarding/Offboarding	██████████
Exit Formalities	██████████
NABL/ISO Compliance	██████████
HR Audits	██████████
MS Office	██████████

Core Competencies

- HR Operations
- Talent Acquisition
- Employee Engagement
- Compliance Management
- HR Strategy

Certifications

- Practical HR training (HR-AXIS INDIA PVT LTD - 2017)

Education

- MBA (Fin&HR)**
Presidency School of Management & Science, Osmania University, Hyderabad
2012 - 2014
- B. Sc (MECs)**
Shadan Degree college for boys, Osmania University, Hyderabad
2006 - 2012
- Intermediate (MPC)**
Prajna Junior College, Board Of Intermediate, Kosgi, Narayanpet.
2003 - 2006
- SSC**

- Implemented a comprehensive onboarding program, fostering new hire engagement and accelerating the integration of medical professionals into the organizational culture.
- Conducted in-depth HR interviews, collaborated with department heads and the COO for interview processes, and managed offer issuance, ensuring alignment with strategic hiring plans.
- Efficiently managed leave and attendance systems, contributing to improved workforce planning and operational efficiency.
- Played a pivotal role in upholding accreditation standards by aligning HR procedures with NABL/ISO audit requirements, thereby ensuring continuous compliance.

Sep 2020 - Dec 2023

Assistant Manager - HR

Lucid Medical diagnostics Pvt. Ltd. (Hyderabad, Hyderabad.)

As Assistant Manager - HR at Lucid Medical Diagnostics Pvt. Ltd, owned the full spectrum of HR functions ranging from strategic recruitment to meticulous regulatory compliance. Was instrumental in fortifying the institution with top-tier medical professionals and optimizing human resources processes. Upheld a rigorous standard for audits and maintained a sharp focus on boosting operational excellence across branches.

- Led a comprehensive recruitment process for healthcare professionals, including Radiologists, Laboratory Doctors, and Specialty Doctors, bolstering the organization's medical expertise.
- Implemented efficient leave and attendance management systems, resulting in enhanced workforce organization and compliance.
- Spearheaded payroll processing for doctors, ensuring accuracy and punctuality in compensation disbursements.
- Conducted thorough NABL/ISO audits for the Diagnostic Centre, maintaining high standards of quality and regulatory adherence.
- Enhanced branch operations through monthly visits, fostering improved performance and alignment with organizational objectives.

Achievements:

Recipient of the 'Best Employee of the Year' award at Lucid Medical Diagnostics, recognizing outstanding performance and dedication.

Oct 2017 - Sep 2020

Senior HR-Executive

Elbit Medical Diagnostics Pvt. Ltd. (Bengaluru, India)

Served as Senior HR-Executive at Elbit Medical Diagnostics Pvt. Ltd. from Oct 2017 to Sep 2020, providing a full range of human resources services. Capitalized on industry best practices to seamlessly coordinate the recruitment process, from talent sourcing to onboarding. Diligently oversaw employee payroll, ensuring the accurate and timely administration of salaries. Kept stringent control over leave and attendance, accurately tracking employee time and facilitating a respectful balance of work and personal needs. Masterfully managed exit formalities and full and final settlements, ensuring a professional conclusion to employment tenures and maintaining compliance with labor laws and company standards.

- Orchestrated comprehensive HR support, enhancing organizational efficiency and employee satisfaction at Elbit Medical Diagnostics Pvt. Ltd.
- Streamlined the end-to-end recruitment process to secure top talent for various positions, fostering a robust medical team.
- Executed meticulous payroll processing, ensuring accurate and prompt compensation for all staff members.
- Administered critical leave and attendance systems, maintaining impeccable records and compliance with company policies.
- Guided employees through structured exit procedures, upholding professional standards and facilitating smooth transitions.

Nov 2015 - Sep 2016

HR-Executive

Indo US Hospital (Hyderabad, India)

At Indo US Hospital, navigated the HR landscape with efficiency, overseeing essential HR functions such as crafting and executing the staff recruitment strategy, Assisting HR Manager in payroll accuracy. Assist Manager in leave and attendance tracking systems to support a reliable workforce. Other HR activities assigned by the Manager HR.

Vivekananda High School, Kosgi,
Narayanpet.
1993 - 2003

Languages

English Hindi Urdu Telugu

Hobbies

Chess Cricket Swimming Carrom

Feb 2014 - Aug 2015

HR-Executive

New Life Hospital (Hyderabad, India)

Oversaw comprehensive HR functions including talent acquisition, workforce management, and employee relations activities. Delivered structured onboarding protocols to ensure smooth integration of new hires into the hospital's ecosystem. Acted as an intermediary between staff and management, addressing concerns and fostering a culture of open communication. Ensured strict compliance with healthcare industry regulations and internal policies during the execution of HR duties.

- Facilitated smooth HR operations at New Life Hospital, ensuring high levels of organizational efficiency.
- Managed end-to-end recruitment process for healthcare professionals, contributing to high-quality patient care with HOD guidance.
- Implemented and monitored robust leave and attendance protocols to support workforce planning and policy adherence.
- Played a pivotal role in organizing employee engagement initiatives to foster a supportive work environment.
- Maintained meticulous records for employee lifecycle events from onboarding to exit, supporting HR audits and compliance

Nov 2010 - Nov 2011

Customer Care Executive

HGS (Hyderabad, India)

Managed a high volume of customer interactions in a dynamic call center environment, ensuring swift, courteous, and informative responses. Collaborated with team members to optimize call handling processes and enhance service quality. Utilized problem-solving skills to troubleshoot and resolve customer issues, escalating complex cases to appropriate departments when necessary. Contributed to team targets by maintaining a strong understanding of company policies, products, and services to provide accurate information. Kept detailed records of customer interactions, transactions, comments, and complaints, providing valuable feedback for service improvement strategies.

Achievements:

Recognized for delivering exceptional customer service, contributing to the improvement of customer satisfaction metrics.