

Mir Mastan Ali
CheckMark India Pvt Ltd | Director of HR & Administration | Hyderabad, India

BASIC INFORMATION

Experience in: IT/Software Industry
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CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **IT/Software Industry** I have a consistent record of transporting the best results-driven work with a proven ability to implement my work in an organized manner for **20+ years** of my successful career.

My expertise:- **IT/Software Industry – Talent Acquisition, Employee Relations, HR Analytics, Compliance Management, Payroll Processing, Succession Planning, Conflict Resolution, Performance Evaluation, Workforce Planning, Change Management, Benefits Administration, Training Programs, HR Strategy, Regulatory Compliance.** I have in-depth knowledge of all ethics of management. I possess effective communication skills and am a team player with strong Organizational, Logical, and Problem-Solving Abilities.

I have great exposure to working with large-scale organizations like **CheckMark India Pvt Ltd, Alkhoraif Veterinary Company.** I have well-versed skills in analysis, problem-solving, and coordination, which make me so successful and dedicated. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and risen myself as **Director of HR & Administration** reputed company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

May'2023 – Jan'2025 | CheckMark India Pvt Ltd | As Director of HR & Administration

Responsibility:-

- Developed and executed HR policies aligning with company objectives and regulatory requirements.
- Led strategic workforce planning initiatives to enhance productivity and employee retention.
- Spearheaded employee engagement programs, resulting in a more motivated workforce.
- Established a performance management system to track and improve employee efficiency.
- Conducted high-level talent acquisition strategies, reducing hiring time and improving candidate quality.
- Oversaw payroll, compensation, and benefits management, ensuring timely and accurate processing.
- Ensured seamless implementation of compliance policies in alignment with federal and state labor laws.
- Designed and implemented training modules to enhance employee skill sets and organizational capabilities.
- Managed vendor relationships and contracts for HR-related services.

- Analyzed HR metrics and data trends to drive business decisions and optimize HR functions.
- Developed succession planning frameworks to ensure business continuity and leadership readiness.
- Led HR digital transformation projects, streamlining operations through automation and HR tech tools.
- Conducted exit interviews and retention analysis to refine employee engagement strategies.
- Designed compensation structures aligned with market trends to attract and retain top talent.
- Collaborated with cross-functional teams to align HR strategies with overall business goals.
- Monitored and managed workplace safety programs, ensuring compliance with occupational safety regulations.
- Introduced flexible work policies and hybrid models to enhance employee satisfaction and productivity.
- Conducted regular HR audits to identify areas for improvement and ensure policy adherence.
- Designed and executed reward and recognition programs to boost employee morale and engagement.
- Implemented automation in HR reporting, reducing manual workload and improving accuracy.
- Developed employee wellness programs focusing on mental health, work-life balance, and stress management.
- Conducted benchmarking studies to ensure competitive salary structures and industry best practices.
- Led crisis management and business continuity planning efforts to minimize HR disruptions.

PREVIOUS EXPERIENCE

- *Mar'2019 – Apr'2023 / CheckMark India Pvt Ltd / As HR and Administration Manager*
- *Apr'2016 – Feb'2019 / CheckMark India Pvt Ltd / As Product Specialist / HR and Admin Coordinator*
- *Nov'2011 – May'2015 / Alkhoraif Veterinary Company / As Accountant*
- *Jan'2005 – Sep'2011 / Topaz Mineral Private Limited / As Accountant*

ACHIEVEMENTS

- Awarded Best Employee of the Year 2019 and Best Employee & Director of 2023-24 for exemplary performance.
- Successfully optimized HR operations, leading to a 20% increase in overall workforce efficiency.
- Reduced employee attrition by 30% through targeted engagement and retention strategies.
- Implemented a new HRMS system, streamlining payroll and performance evaluation processes.
- Led a successful corporate restructuring initiative, improving cross-functional collaboration.
- Designed and executed an employee training program that increased productivity by 25%.
- Successfully handled large-scale recruitment, ensuring an 85% offer-to-joining ratio.
- Strengthened company compliance adherence, passing regulatory audits with zero non-conformities.
- I started my career as an Executive and rose as a Director.

ACADEMIC FORTE

- Bachelor of Commerce from Osmania University in 2004.

Training & Certifications:

- Advanced HR Analytics & Metrics Training
- Strategic Workforce Planning Certification
- Labor Law & Compliance Training
- Employee Relations & Conflict Resolution Certification
- Compensation & Benefits Management Program
- Leadership & Change Management Workshop
- Payroll Management & Compliance Training

TECHNICAL PROFICIENCY

Well versed with

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|---|---|
| <ul style="list-style-type: none"> • Ms office • Windows • Internet application • HRMS & Payroll Software • Applicant Tracking Systems (ATS) | <ul style="list-style-type: none"> • HR Analytics Tools • Labor Law & Compliance Software • Vendor & Contract Management Tools |
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Advice for Contacting: I'm always open to conversation, networking with like-minded professionals, or discussing future

prospects. Connect with me on Linked In or contact me at mirmastanali@gmail.com