

Dear Hiring Manager,

I am writing to express my interest in your Company. With over 10 years of comprehensive experience in human resource management, operations, and banking, I have developed a strong track record of driving operational efficiency, managing full-cycle recruitment, and ensuring compliance with labor laws and safety regulations. My ability to streamline HR processes, manage payroll and benefits, and lead strategic initiatives makes me confident that I can contribute positively to your team.

In my role as HR and Operations Coordinator at New State Services, I successfully led recruitment efforts, managed employee performance, and coordinated payroll and benefits administration for over 500 employees. I also implemented safety protocols, reducing workplace incidents by 25%, and worked closely with senior management to develop budgeting and strategic plans that supported business growth. Additionally, my experience in the banking sector, particularly in cheque management and MIS reporting, has honed my attention to detail and problem-solving skills.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with the needs of your team. Please feel free to contact me at 0097431526569 / +97470333850 or via email at [harshadmanayath@gmail.com](mailto:harshadmanayath@gmail.com)/ [harshadmanayath41@gmail.com](mailto:harshadmanayath41@gmail.com) to arrange a discussion.

Sincerely,

Harshad Manayath



# HARSHAD MANAYATH

## HR / Admin / Operations Coordinator

Experienced HR and Operations Coordinator with over 10 years of expertise in human resource management, operations, and banking. Proven track record in leading full-cycle recruitment, payroll and benefits administration, employee performance management, and ensuring compliance with local labor laws and safety regulations. Adept at streamlining processes to improve operational efficiency, developing strategic plans with senior stakeholders, and fostering long-term partnerships to drive business growth. Skilled in managing HR policies, contract documentation, and reporting, with a strong focus on enhancing employee engagement and organizational success in multicultural environments.

## EXPERIENCE

### HR and Operations Coordinator

New State Services, Qatar

**January 2018 – September 2024**

- Policy Development & Implementation: Spearheaded the development and execution of HR and operational policies, ensuring alignment with local labor laws, industry regulations, and organizational goals.
- Recruitment & Onboarding: Led full-cycle recruitment, including job description formulation, candidate sourcing, interview scheduling, and onboarding new employees. Streamlined the hiring process, reducing time-to-hire and improving candidate experience.
- Payroll & Benefits Administration: Managed end-to-end payroll processing and benefits administration, ensuring accuracy, timely payments, and compliance with labor laws. Addressed employee queries related to compensation and benefits.
- Employee Performance Management: Monitored employee performance through regular evaluations and feedback, offering counseling to boost engagement and satisfaction. Developed performance improvement plans (PIPs) for underperforming employees.
- Health & Safety Compliance: Implemented comprehensive health and safety protocols, conducted regular safety audits, and ensured adherence to occupational safety standards. Reduced workplace incidents through proactive safety measures and employee training.
- Strategic Planning & Reporting: Worked with senior stakeholders to develop budgeting, reporting, and strategic plans. Provided insights on workforce planning, resource allocation, and operational improvements.
- Stakeholder Management & Partnerships: Built and nurtured partnerships with external organizations and vendors to foster business growth and enhance operational efficiency. Ensured compliance with legal and contractual obligations.

#### Key Accomplishments:

- Successfully reduced employee turnover by 15% through improved employee engagement and performance management strategies.
- Streamlined payroll processes, reducing errors and processing time by 20%.
- Developed long-term partnerships with key external stakeholders, contributing to a 10% increase in operational efficiency.

### HR Assistant and Administration

Aster Al Raffah Hospital, Muscat, Oman

**February 2016 – March 2018**

- Pre-Employment Coordination: Coordinated pre-employment medical screenings and background checks to ensure compliance with recruitment policies, ensuring that all new hires met the organization's standards.
- Contract Management & Documentation: Drafted and managed employment contracts, ensuring alignment with hospital policies and regulatory standards. Maintained accurate employee records and documentation in HR systems.

## Contact

### Phone

0097431526569

+97470333850

### Email

harshadmanayath@gmail.com/

harshadmanayath41@gmail.com

### Location

Doha, Qatar

## Core Competencies

- Human Resource Management
- Full-Cycle Recruitment
- Payroll and Benefits Administration
- Employee Performance Management
- Health and Safety Compliance
- Strategic Planning and Reporting
- Labor Law Compliance
- Stakeholder Management
- Process Improvement
- Contract Management
- Pre-Employment Coordination
- Employee Onboarding
- Background Checks
- HR Policy Development
- Performance Improvement Plans (PIPs)
- Cheque Processing (ICCS Clearing)
- MIS Reporting
- Cross-Functional Collaboration
- Employee Records Management
- Budgeting and Operational Auditing

# Education

## Bachelor of Business Management (BBM), Banking Management

Gurukulam University, Tamil Nadu, India  
2010 | 60%

## Higher Secondary Examination (Commerce)

Kerala State Board, India  
2007 | 55%

## Secondary School Leaving Certificate (SSLC)

Kerala State Board, India  
2005 | 60%

# Certification

- Certified in HR Policies & Procedures
- Health & Safety Protocol Implementation

# Languages

- English (Fluent)
- Hindi (Advanced)
- Arabic (Basic – Read/Write)

# Personal Details

- Date of Birth: 11-02-1987
- Nationality: Indian
- Marital Status: Married
- Passport Number: N9779661 (Valid until 05-06-2029)
- Visa Status: Resident Visa (NOC Available)
- Driving License: Qatar

- HR Policy Implementation: Assisted in the roll-out of new HR policies and procedures, including recruitment, employee benefits, and handling grievances, in compliance with labor laws and internal guidelines.

### Key Accomplishments:

- Reduced recruitment lead time by 20% through enhanced process automation and effective coordination.
- Improved employee onboarding experience, leading to a 30% increase in new hire retention.

## HR Assistant

MACE - Mechanical and Civil Engineering Contractors Company Limited, Qatar

*November 2014 – January 2016*

- Recruitment & Background Checks: Assisted in recruiting processes, including scheduling interviews, conducting background checks, and onboarding new employees.
- Employee File Management: Managed and maintained up-to-date HR records and employee files, ensuring confidentiality and accuracy of personnel data.
- HR Support: Supported the HR Manager in termination procedures, HR reporting, and meeting scheduling. Provided general administrative assistance across HR operations.

### Key Accomplishments:

- Played a key role in successfully onboarding over 100 new employees within 12 months.
- Enhanced HR documentation accuracy by introducing a digital filing system, reducing manual errors by 15%.

## Senior Retail Operations Officer

National Bank of Abu Dhabi (ROC), Cheque Management Unit (CMU), UAE

*August 2010 – August 2014*

- Cheque Processing & Clearing: Managed the end-to-end processing of inward and outward cheques through the Image Cheque Clearing System (ICCS), ensuring timely and accurate clearing.
- Foreign Currency Settlement: Handled foreign currency voucher settlements and coordinated with branches on account status and fund sufficiency for processing. Ensured accurate technical verification of cheques.
- MIS Reporting: Generated detailed Management Information System (MIS) reports, providing critical data for senior management decision-making related to cheque clearance and account status.
- Collaboration & Issue Resolution: Coordinated with IT and other departments to resolve system-related issues affecting cheque processing. Ensured seamless operations by addressing technical issues promptly.

### Key Accomplishments:

- Successfully processed an average of 200+ cheques per day, ensuring 99% accuracy in ICCS clearing.
- Developed improved communication protocols with branches, reducing cheque rejection rates by 10%.