**Vik Ahmed**

360 Greenbriar Road, Little Elm TX 75068

Phone: 973-905-6005 / E-mail: vik.ahmed1@gmail.com

**Summary:**

Experienced Human Resources Director with 20 years of experience in creating a strong background in project management and serving as a business partner responsible for aligning business objectives with employees and management in business units

**Experience:**

Fairfax County Government – Fairfax, VA Aug 2019 – Jul 2023

**Human Resources Director – Juvenile/Domestic Relations Court**

* Oversaw all HR functions in the agency including recruitment, payroll, employee relations, FMLA/ADA requests, performance management, discipline, and benefits
* Consulted with all levels of management, providing appropriate HR guidance and coaching on matters of employee relations, career development, and recruitment and retention
* Identified, provided, and assisted the agency with guidance on business unit restructures, workforce planning, and succession planning
* Responsible for reviewing and approving all agency personnel actions, including time and attendance reviews, new hires, terminations, and position control forms
* Coordinated with Department of Human Resources to help revise and facilitate trainings including Performance Management Training for Supervisors, and Employee Relations Training for management
* Reviewed position descriptions and job announcements to ensure compliance with federal, state, and local regulations; work with Hiring Managers to develop effective recruitment strategies and interview questions
* In conjunction with Finance Manager and Department of Management and Budget, responsible for managing budget and position count for agency, in addition to multiple state funded programs
* Provided oversight, management, and coaching for HR Generalist I, Volunteer Services Program Manager, Training Specialist III and two Administrative Assistant IV positions responsible for daily operations of all HR functions

Fairfax County Government – Fairfax, VA Jan 2016 – Aug 2019

**Human Resources Manager – Department of Housing**

* Managed entire recruitment process, including hiring of senior staff such as Agency Director and multiple Division Directors
* Worked with hiring managers to ensure that position descriptions and job announcements were accurate, and revised as necessary; verified education and/or licenses, and developed strategy to offer competitive salaries to new hires
* Coordinated workforce planning changes, including reclassification and reorganization requests; updated position descriptions as needed
* Handled all FMLA and Workers’ Compensation requests, coordinated with third party administrator to ensure periodic reports were completed on time, notified management of any changes
* Provided high level HR analysis, conducted research, and made recommendations on how to improve issues impacting the business needs of the agency
* Managed performance evaluations for agency, including initial six-month probation and annual evaluations, coordinated with supervisors to implement coaching as necessary
* Supervised staff responsible for all payroll and FMLA inquiries for agency, implemented policies related to time entry based on guidelines from the US Department of Housing and Urban Development

Arlington County Government – Arlington, VA Sep 2014 – Jan 2016

**Human Resources Staff Specialist III**

* Managed daily operation of benefits, including medical, dental, vision, tuition assistance, and flexible spending accounts
* Processed retirement applications and assisted employees with all defined benefit plan questions
* Provided oversight to hiring managers to revise position descriptions as necessary, created job announcements and revised as necessary with hiring managers
* Worked as Business Partner with internal departments to answer all questions regarding human resources
* Discussed offers of employment, negotiated salary and benefit packages with prospective candidates

Virginia Retirement System – Richmond, VA Nov 2011 – Sep 2014

**Human Resources Generalist**

* Provided counseling to members and dependents about medical and dental benefits, life insurance, and estimated monthly pension
* Participated in employee relation cases by interviewing all parties and reviewing results with management to determine appropriate discipline as necessary
* Processed and maintained benefits and retiree enrollments; reconciled reports to ensure timely and accurate enrollments
* Conducted new hire orientation and provided relevant information to new employees regarding benefits, payroll, and career opportunities
* Managed death benefits and communicated with beneficiaries and survivor annuitants to update records accurately
* Liaised with payroll and benefit vendors to transition member status from active to retiree, responsible for payroll and benefit accuracy
* Worked with management as main point of contact to resolve any outstanding issues with current and prospective employees
* Traveled throughout Virginia and aided employers to resolve problems utilizing VRS products

Matthew Adam Properties – New York, NY Oct 2008 – Nov 2011

**Human Resources Administrator**

* Interviewed prospective candidates by phone and in-person, worked under deadlines to ensure necessary staffing levels in place
* Organized, scheduled, and tracked on-boarding activities for new hires including background checks, drug screening, orientation paperwork, facility access, and benefits enrollment
* Responded to employee requests regarding payroll, benefits, policies, and procedures
* Responded to employee requests regarding payroll, benefits, policies, and procedures
* Coordinated administrative HR Department tasks including on-boarding activities, tracking projects, worker compensation claims, and training support

Xerox - Little Falls, NJ Jul 2003 – Oct 2008

**Benefits Service Representative**

* Provided guidance to Cisco employees electing medical benefits in US and Canada
* Trained new hires on internal protocols, processes, and systems
* Completed training on COBRA, FMLA, medical benefits, 401k plans and tuition assistance
* Led team to improve overall process and efficiencies for department
* Supervised tuition assistance inquiries and reported progress to management
* Provided Cisco employees assistance via phone, online cases, email, and chat

**Skills Summary:**

Education: Master of Science, Villanova University – Philadelphia, PA Major: Human Resource Development

Bachelor of Science, Montclair State University – Montclair, NJ Major: Business Administration

Application:MS Word, Excel, PowerPoint, Outlook, FOCUS, Prism, PeopleSoft, Ceridian, Oracle, Kronos, VNAV, RIMS, NeoGov, ADP

Certification: Certified Scrum Master