



FARHATH IMTIAZ

HR PROFESSIONAL

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Sharjah, United Arab Emirates

Birth Date
27 March 1994

Nationality
Indian

Driving License
UAE Driver's license

LANGUAGES

English

Hindi

Tamil

PROFILE

Professional Summary

Human Resource professional offering over 4+ years of experience across various HR functions in the staffing, recruitment and workforce solutions industry. Have extensive experience of working in fast paced environments with a proven track record of rapid performance based progression.

Specialities

Client Management | Outsourced Staff Management | Stakeholder Management | People Management | Business Relationship Management | Onboarding & Offboarding | HR Administration | Performance Management | Employee Engagement | Recruitment and Internal Employee Communications | UAE Labour Law

EMPLOYMENT HISTORY

Specialist - HR Business Partners, Transguard Group LLC

Dubai, United Arab Emirates | 2019 July - 2021 March

- Providing guidance and input on workforce planning, business unit restructures, and succession planning and all core HR activities ensuring that core HR processes are applied appropriately and in a legally compliant manner
- Ensuring smooth on-boarding of new joiners including visa processing initiation, joining formalities and orientation program
- Conducting HR Interviews, negotiating and releasing offer letters to shortlisted candidates
- Tracking probation completions and discussing the status of employment basis positive feedback or propositions to improve the performance level
- Adminstrating performance management and KPIs
- Carrying out investigations, grievance handling and disciplinary proceedings
- Managing exit interviews and offboarding formalities.
- Working collaboratively with payroll department to initiate full and final settlement process of employees and ensuring monthly payroll inputs are given on time
- Working collaboratively with departmental heads throughout the business, assisting them in understanding compensation and rewards programs, training and development programs, and people communication practices
- Providing advice and guidance to staff, peers and managers on matters related to the application of the rules and regulations, policies and procedures, interpersonal relationship, performance and career problems
- Maintaining and reporting of monthly finance report and other internal reports
- Recruitment for internal hiring through internal job posting
- Successfully organizing rewards and recognition ceremony within the company

Account Executive - Transguard Workforce Solutions, Transguard Group LLC

Dubai, United Arab Emirates | 2018 April - 2019 June

- To assist the Workforce Solutions Team in all aspects of service delivery and SLA compliance for nominated and allocated accounts
- Primary point of contact for the client as well as their employees, dealing

predominantly with all HR, PRO, Payroll, Invoicing and other day to day affairs

- Develop excellent working relationships with the clients and conduct regular client meetings to ensure frequent communication permits smooth running of the contract
- Conducting employee induction and exit interviews
- Implementation of the disciplinary process, including investigation, issuing disciplinary action and record management
- Managing Employee Redundancies, Terminations, Gross Misconducts, Performance Improvement Plans etc.
- Processing End of Service Benefits for employees
- Coordinating with the internal stakeholders (Employee Shared Services, Human Resource, Legal, Payroll, Finance)
- Ensure invoices are prepared within expected timeframes, delivered and paid on time
- Manage Client payrolls – prepare input data (addition, deduction, absences, bonus, leaves, overtime etc.)
- Assist with the Training of Account Administrator
- Allocate work of an appropriate level and supervise junior team member
- Providing support to the recruitment team, as and when required
- Actively engaging in the continuous improvement processes of the Business Unit

Account Administrator - Transguard Workforce Solutions, Transguard Group LLC

Dubai, United Arab Emirates | 2016 September - 2018 March

- Responsible for employee data and HR records and providing accurate employee data from time to time
- Complete all internal processes on Oracle relating to employee hiring, salary information etc.
- Issuing offer letters, Employment contracts, NOCs, salary certificates, Promotion/Increment letters and other adhoc requests
- Be the point of contact for the banks and assist the employees in opening of new bank account
- Manage employee benefits programs (annual ticket, Medical Insurance and claims, managing and recording of employee leaves)
- Process JAFZA passes, TECOM IDs, Occupational Health Cards, Basic Food Hygiene Trainings etc.
- Respond to Employee queries over the phone, in person, by email or escalate
- Plan mobilization of staff according to agreed timescales with the client
- Coordinating with the Employee Shared Services (ESS) team for visa applications, visa renewals, visa cancellations, medical insurance

Teller, Al Fardan Exchange LLC

Dubai, United Arab Emirates | 2015 January - 2016 August

EDUCATION

Bachelor of Commerce (B.Com.), Madras University (Ethiraj College for Women)

Chennai, Tamil Nadu, India | 2011 - 2014