

NAILA IDREES

HR ADMINISTRATOR CUM PRO



AlMamzar, Dubai, UAE

nailawarraich.01@gmail.com

[linkedin.com/in/naila-i-8a536210b](https://www.linkedin.com/in/naila-i-8a536210b)

+971-55-107 0144

ABOUT ME

Highly motivated with 2.5 years extensive working experience in UAE as HR Administration, PRO, excellent interpersonal skills and ability to communicate at all levels. Possesses the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable team player recognized willingness to learn and acquire skills.

SKILLS

- Familiar with HR analytics tools
- High Interviewing skills
- Strong networking and communication skills
- Human Resource Management
- Training & Development skills
- Talent Acquisition

EXPERTIZE

- Organization development
- Ability to Work Under Pressure
- Time Management
- HR policy and format design
- Leadership
- Adaptability
- Decision Making
- Problem Solving

LANGUAGES



English



Hindi



Urdu

WORK EXPERIENCE

1. HR ADMINISTRATION CUM PRO

WAHAT AL MANARA LLC

Jebel Ali, Dubai, UAE
(AUG 2022 TO PRESENT)

2. HR ADMINISTRATION EXECUTIVE

CONSTRUCTIVE CREATORS

Lahore, Pakistan
(NOV 2020-JUNE 2022)

3. HR OFFICER

DYNOVATIVE TECHNOLOGIES LLC

Lahore, Pakistan
(FEB 2020-OCT 2020)

4. Junior HR OFFICER

VASTEK SOLUTIONS LLC

Lahore, Pakistan
(JAN 2019-JAN 2020)

HR and Administrative Experience:

- Handles the daily administrative and HR duties of an organization with recruitment, record maintenance and payroll.
- Experienced knowledge of Dubai Trade portal.
- Payroll preparation and WPS transfer.
- Office, Travel, Utility & Accommodation administration.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Recruiting and training personnel and allocate responsibilities and office space.
- Staff data management with personnel files.
- Responsible for insurance policies renewal and claim of Workmen Compensation and Medical Insurance.

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INTERESTS



CERTIFICATIONS

- Youth program development
- Internship Trainee.

ADDITIONAL INFO

- Nationality **Pakistani**
- DOB **02-01-1995**
- Visa Status **Employment**
- UAE Driving License **No**
- Marital Status **Single**
- Gender **Female**

- Answer any employee queries about people or HR-related issues, and help them resolve them internally, if possible.
- Handle employee leave, terminations, grievance and other difficult situations in a sensitive, fair and respectful manner.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
- Organising couriers for the clients of the company through portal of first flight couriers.
- Post Ads on different hiring websites, LinkedIn, Indeed and other hiring platforms.
- Reviewing and renewing company policies and legal compliance.
- Managing telecommunication services for the company etisalat & Du.

Public Relations Officer Experience:

- Developing and maintaining good public relationship with DED, GDRFA, MOHRE,DCD, RTA, TAWJEEH, TAQ-EEM, JAFZA, DMC and other authorities and agents.
- Deals with correspondence, complaints, and queries. Manage and Process all JAFZA, Fujairah free zone, Rakez and mainland related requests for Licenses, certificates, letters, documentations, permits, training, and other employee documentations.
- Experience liaising with government bodies in the UAE both in the mainland and Free zone as well as working knowledge of immigration requirements and processes.
- Keeping track on company licenses, certificates and vehicle permits such as Rasid GPS, SIRA GPS, Nafith, DM and DCD.
- Well experience & user friendly with portal account of JAFZA, DM, RASID, RTA, ICA and GDRFA.
- Obtaining Fit Out and other permits from the authority for the company.
- Provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labor & Consulates, and Business License's to the company and its group , adhering to the regular amendments in rules and regulations within very short notices.

EDUCATION

BACHELOR'S DEGREE IN BS COMPUTER SCIENCE (GRADUATED)

Sincerely,

Naila Drees