




# Kezia Knowles

Available Immediately, Dubai, UAE 

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UAE experienced Human Resources Professional with 5+ years' experience in Recruitment, HRIS (Workday, Oracle), Employee Recognition, Employee Engagement and Learning & Development programs with strong UAE labor law knowledge, communication, organizational and reporting skills.

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## Experience

MAR 2019 – NOV 2020

### **HR Business Partner in GFK Etilize, Dubai and Karachi**

Lead the Talent Calibration project for Pakistan GFK. Worked on business leadership and development strategies by conducting a skills gap analysis utilizing a talent assessment tool to produce a detailed individual development plan. Conducted field travel to country offices to review human resources and administrative procedures. Worked with all levels of management to resolve complex issues under employee relation function. Coached managers regarding effective performance management and talent improvement processes. Conducted Employee investigation to have a clean legal environment.

OCT 2016 – FEB 2019

### **Assistant Manager Human Resources in Crowe Horwath, Karachi**

Managed the whole recruitment function, end-to-end hiring cycle. Participate in Seminars, Student Recruitment and Job Fairs. Developed Training programs to meet and facilitate practices according to strategic needs. Worked with relevant internal resources to ensure legal compliance in admin functions for work permit registrations and visa renewals for all countries.

MAY 2015 – SEP 2016

### **Contracts from Orix Leasing and Getsol, Karachi**

Assisted in fast-paced Recruitment & Selection, Leave Management complete process through Oracle

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## Skills

- People Skills • Talent Acquisition • Employer Branding • Digital Transformation • Conflict Management
- Public Speaking • Account Management • Team Management • Time Management • HRBP

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## Education

Master's in Human Resources Management/SZABIST, Karachi, Pakistan, Dec 2019

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## Languages

- English • Urdu • Hindi • Punjabi • Arabic (Learning)