

SYEDA NAYAB PERVAIZ

Contact: +971563371945 ,0557316787

Email : nayabpervaiz110@gmail.com



CAREER OBJECTIVE:

Professionally qualified and experienced Human Resource management, Sales and an Admin skills offering over **6 years'** experience in staffing, employee relations, management, and superior communication skills will enhance overall strategic plan and direction of an organization.

CAREER PROFILE/SKILLS:

- **Management**
- **Sales Executive**
- **AnAdmin**

PROFESSIONAL WORK EXPERIENCE:

Organization: Best hand HR Consultancy FZC-UAE

Tenure: DEC 2020-Till present

Designation: Human Resource Management



Organization: Haider Hushsam Cosmetics-U AE

Tenure: OCT 2018- DEC 2020

Designation: Sales Executive & Customer Service



Organization: Bahria foundation college and University -Pakistan

(A leading group in Pakistan)

Tenure: June 2016 -OCT 2018

Designation: Senior Admin



Responsibilities:

- Ensuring that only the best candidates with the right qualifications, skills and experience are employed.
- Providing guidance to work colleagues and senior company management on all employment matters.
- Negotiating advertising rates with newspapers & online job boards & then placing job adverts with them.
- Liaising closely with trade unions, employee representatives and solicitors.
- Drafting offers of employment and promotion.
- Writing informative job descriptions.

- Counsels with department heads and employees regarding performance reviews, personnel issues, scheduling, benefits, wages, etc
Works closely with the store management to ensure maximum employee satisfaction and retention .
- Answers customers' questions and makes nervous customers feel comfortable and relaxed.
- Develops effective recruiting and retention programs to facilitate the staffing of the store ; coordinates the transfer of employees from one store to another .
- Facilitates the hiring process and may be involved in the interviewing and placement of specified positions.
Reads and understands information about new products being developed and emerging on the market.
- Transmits sales, hours , adjustments, and accounts receivable to the corporate office on a weekly basis.
- Prepares employee wage and employment verifications, as well as disability claims, leave of absence requests, and extensions.
- Attends workshops and seminars on new product lines.
- Gives product demonstrations and Performs to customers.

ACADEMIC EDUCATION:

DEGREE[CERTIFICATION	EXAM INING BODY:	YEAR
Bachelor of Science	University of Sargodha-Pakistan	2016

Visa Status: Cancelled.

Personal Skills:

- Excellent organizational skills.
- Able to tactfully deal with difficult and sensitive situations.
- Ability to prepare and present reports to director level.
- Influencing, persuading, coaching and negotiating skills.
- Good oral and written communication skills.
Pro-active and self-motivated.

CERTIFICATION/ ADDITIONAL SKILLS:

- o **MS Office** (All versions, esp. MS Word , MS Power Point and MS Excel)
- o **MS Excel** (MS Formulae, Reports Automation , Macros, Presentations w.r.t. Analysis)

PERSONAL INFORMATION:

Father's Name **Date of Birth**

Shoukat Pervaiz
15-11 -1 993

REFERENCE:

Reference will be furnished on demand .