

Tanveer Akhtar
Address: Abu Dhabi City near Ministry of Finance
0568349165
tanveerkalyas@yahoo.com
On employment visa



Objective:

Administrative Officer/Human Resource Assistant / Office Operational Coordinator with 6 + years of experience assisting with and fulfilling organization Administration & staffing needs(Coordination with Departmental Approval) and requirements aiming to use my dynamic communication and organization skills to achieve HR & Administration deadlines and to streamlines workflow system as per the company standards and guidelines. Possess **MBA in HR** with proactive approach towards operational procedures.

HIGHLIGHTS

- Employee Relations
- Employees' Induction & Orientation
- Compensation and Benefits
- Contingency / Workforce Planning
- Controlling Process
- Managing Data Collection & Recording
- Performance Appraisal
- Operational HR Procedures
- Grievance Handling
- Microsoft Office

WORK EXPERIENCE:

- HR Assistant at (CITY CONSTRUCTION GENERAL CONTRACTING)(SEP-19---Present)-Abu Dhabi
- HR Officer at (OAISS BRACES CENTER L.L.LC) (MAY-2015—MAR-2019)-Abu Dhabi
- INSTITUTE OF COMPUTER & MANAGENET SCIENCES (Dec-2010—April-2015)-Pakistan (Students'' Affair Coordinator / HR Assistant)
- Computer Operator at Islamabad Media University (Nov -2007-May-2008)-Pakistan

Main Accountabilities:

Responsible for various functions of HR & Administration as follows:

- Supports in development and implementation of HR policies, procedures, standard letter templates, forms and tools. Maintain an updated HR Knowledge database; a common repository for standard operating procedures (SOPs), letter templates, forms and tools to promote operational consistency.
- Organizes, updates and maintains employees' data in HR systems. Process HR transactional matters (e.g. mass HR data change, leave correction, employees certification etc.).
- Conducts pre verification and validation of time and attendance and take corrective actions in case of discrepancies.
- Processing administrative transactions in accordance with HR policies and employee code of conduct. Reports cases of absconding employees and loss of passport immediately to the seniors and concerned.
- Seeks feedback through survey and assessment conducted for new Joiners and for employees leaving the company and suggests areas of improvement.
- Assisting in the medical insurance renewal process, annual performance appraisal process.
- Providing administrative and operational HR support throughout the employee life cycle.
- Maintains employee personnel files & records and ensuring all concerned data is available.

- Assisting in the recruitment process - sourcing CVs, conducting phone screens, scheduling interviews, coordinating with recruiters & agencies, receiving documents and preparing the contract.
- Onboarding employees by conducting orientation, software training, welcome emails, staff introduction, etc.
- Updates information of employees in HR database on daily basis and monitors any expiries of visas, labour cards, passports.
- Maintains accurate filing system and control documentation.
- Prepare HR documentation for recruitment, promotions, appointments and salary reviews.
- Prepares Evaluation forms and follows up with managers for timely completion.
- Performs miscellaneous job-related duties as assigned.

Planning, Organizing & Controlling

- Initiating steps to plan activities, gives priorities, dividing work load and controlling the process by highlighting gap between actual & desired goals.
- Formulating and overseeing Corrective Action Plans.

Gratuity and Leave

- Calculation and processing of Gratuity and Leave salary of departing employees.

Visa Process

- Processing Employees' visa, EID and contracts in Tasheel.
- Operation of ICA Portal for Visa Renewal, new visa approval and Emigration cancellation.

Policy & Procedures

- Reviewing, updating and modifying Departmental Policies & Procedures as per the prevailing standards.

Medical Center and HAAD Professional Licensing

- Clinic Licensing and Health Professional Licensing Approval from Health Authority Abu Dhabi & Malpractice Insurance for Doctors and Nurses
- Creating Medical Record Number (MRN) for Patients, updating Insurance in respective Patient's file, cash receiving and creating cash invoices, appointment schedule for patients, billing statements of patients, completion forms for Insurance Coordinator for claim, Petty Cash Management of the clinic.

Student's engagement and Registration

- Approving enrolled students and registering in affiliated Universities followed up with Course outlines from respective Universities.
- Recording students and lecturers monthly attendance.
- First point of contact between University and Affiliation requirement
- Creating reports quarterly of students' progress reports

- Date of Birth : 20th April 1985
- Language : English, Urdu & Pashto.
- Marital Status :Single
- Nationality : Pakistan