

**NAME: SHAHBAZ ALI**

**Contact Number**

98536261

**Email**

[shahbaz.alibaba62@gmail.com](mailto:shahbaz.alibaba62@gmail.com)

**Status**

Immediately Joining

Own Visa



**OBJECTIVE:**

To seek a challenging, responsible, and professionally rewarding position that fully utilizes my technical knowledge and skills towards the growth of the organization and also to improve the same through continuous learning and hard work and I am looking for an ambitious company.

**COMPUTER SKILLS:**

Office Software: Excellent knowledge of MS Office (Word, PowerPoint, and Excel), Communication ERP  
System Operating: Proficient in the usage of the Internet and Email.

**EXPERIENCE CERTIFICATE:**

Issued by Ms./ VIP WEARS PVT LTD, SIALKOT, PAKISTAN

Issued by Ms./ THE FITOUT LLC, DUBAI

Issued by Ms./ ARYAN OIL SERVICES, BENGHAZI, LIBYA

Issued by Ms./ MAISALOON STAR FACILITIES MANAGEMENT LLC, DUBAI

**WORK EXPERIENCE:**

**HR /Administrator** – from Jul 2023 to Oct 2024.

**M/s Maisaloon Star Facilities Management LLC, Dubai (UAE).**

- Maintain the daily attendance of office staff and field staff for monthly pay roll (overtime, other deduction).
- Follow up on the employee's annual leave process (accrued) leave, approved leave, leave salary, air ticket, etc. (coordination between staff and head office).
- Managed the visa process for new employees and handled visa renewals efficiently.
- Managed onboarding formalities for new joining staff, including registration forms, employee ID creation, biometric registration, and maintenance of employee files in both digital and physical formats.
- Employees Passport Tracking (For Safekeeping) New Visa process and Visa Renewal all processed.

- Supervised staff accommodation.
- Take care of staff uniform and all PPE.
- Managed site transport logistics, including material delivery and staff transportation, and maintained comprehensive records of vehicle maintenance, services, vehicle renewals, daily mileage, fuel consumption, and fuel payments.
- Followed up on monthly service reports from subcontractors and compiled submissions for the Emirates Schools Establishment (ESE), covering elevator inspections, generator services, swimming pool maintenance, and chiller inspections.
- Prepared monthly reports for the Emirates Schools Establishment (ESE), detailing consumption data for electric and water meters, air conditioning services, electrical and plumbing inspections, and civil work activities across 58 schools.
- Prepared and submitted all service invoices monthly to the Emirates Schools Establishment (ESE) and head office.

**HR Operational/Executive Assistant – from Jun 2022 to Jun 2023.**

**M/s Aryan Oil Services, Libya (Benghazi).**

**Human Resource and Administrative support to Executive Manager.**

### **Recruitment and Staffing Coordination**

- As need the staff by requirement of department, Source and attract qualified candidates through various channels, including job postings, networking, and recruitment agencies.
- Screen resumes and applications to shortlist candidates that match the required skill sets.
- Coordinate and schedule interviews between candidates and the concerned department heads.
- Facilitate the hiring process, including offer letter preparation, reference checks, and onboarding of new employees.
- Coordination for new employee Visa processing and renewal visa processing.
- Maintain an organized system to monitor visa expiration dates and ensure timely renewal processing.

### **Employee Annual Leave Process / Air Ticket / Pay Roll & Miscellaneous Work**

- Monitor and manage employee leave balances, including accrued and approved leave.
- Coordinate the approval process for leave requests, ensuring compliance with company policies.
- Calculate and process leave salaries in accordance with organizational guidelines and labor laws.
- Arrange air tickets and other necessary travel arrangements for employees on approved leave, as required by company policy.
- Communication with employees regarding their leave entitlements, remaining balances, and any other related queries.
- Take care the desert flight schedule.
- Review and verify the accuracy of the monthly payroll final report, ensuring all calculations and deductions are correct (employee attendance, overtime or other deductions).
- Inspections, oversee the management and maintenance of staff accommodation sites in desert areas, ensuring a safe and comfortable living environment.
- Oversee the issuance and renewal of desert passes required for staff working in desert field locations.

**HR/ADMIN ASSISTANT** – from Oct 2015 to Mar 2022.

**M/s THE FITOUT LLC, DUBAI, U A E.**

**Assist with day-to-day operations of the HR functions and duties.**

- Manually analyzed timesheets for attendance, overtime, and project costing using biometric data to ensure accurate payroll and project cost management.
- Prepared job offer letters and managed onboarding formalities, including registration forms, employee ID creation, biometric registration, and maintenance of employee files in both digital and physical formats.
- Arrange air tickets and other necessary travel arrangements for employees on approved leave, leave salary as required by company policy.
- Managed the visa process for new employees and handled visa renewals efficiently.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Supervised staff accommodation.
- Employees Passport Tracking (For Safekeeping, renewal, vacation).

**STOREKEEPER / INVENTORY CONTROLLER** – from Sep 2007 to Oct 2015

**Ms./VIP WEARS PVT LTD, SIALKOT, PAKISTAN**

### **Inventory Controller**

- Regularly monitoring and verifying the store documents for material transactions.

#### **1. Daily Document Check: (ERP System)**

- Review both hard copies and soft copies of documents.
- Ensure and approved the material request according to Inventory and job order.
- Ensure all transactions (Receiving, Issuance, Returnable, and Non-returnable) are properly recorded.
- Verify that each document corresponds to a specific **Job Order**.
- Receiving: Ensure that materials received are accurately documented.
- Issuance: Check that materials issued from the store are recorded correctly.
- Returnable: Confirm that returnable materials are tracked and documented when returned.
- Non-returnable: Ensure non-returnable materials are properly logged and debit to suppliers.
- Prepare the job consumption report on a monthly basis.
- Conduct an internal audit report every two months for stock balance, including raw materials and work in process.

### **Store Keeper**

- Create the Purchase requisition based on the material requirement job order wise.
- Follow up purchase requisition from purchase department for timely production.

- Upon delivery, carefully receive and cross check the material terms of quantity, description, and specifications.
- Once the goods are verified and accepted, prepare a Goods Received & Inspection Note (GRIN).
- Keep storage material organized and neatly arranged.
- Issue the material to the production team according to Job order.
- Preparing delivery orders for returnable (material process) / non-returnable (Rejection of goods).
- Gather data on all materials issued to the production team over the month, categorized by job orders.
- Maintain and keep record of store files, both electronic and hardcopies.

### **EDUCATION:**

Bachelors in arts, Punjab University, Lahore, Pakistan (the YEAR 2007)

Intermediate, Gujranwala Board, Pakistan (the YEAR 2005) SSC, Gujranwala Board, Pakistan (the YEAR 2002)

### **DRIVING LICENCE:**

Light vehicle, U.A.E, and Pakistan

### **LINGUISTIC ABILITIES:**

English: (Read, Write, Speak)

### **Personal Profile:**

Name : SHAHBAZ ALI  
 Father Name : Abdul Majeed  
 Marital Status : Married (2 Children)  
 Date of Birth : 01-08-1985 (37 Years)  
 Education : Bachelor's Degree, Punjab University, Lahore, Pakistan  
 Languages Known: English, Urdu  
 Nationality : Pakistan, Sialkot, Punjab

### **Declaration:**

The above-mentioned details are self-explanatory and true to the trust to the best of my knowledge, and given chance I shall discharge my duties to the entire satisfaction of my superiors.

### **Applied By**

SHAHBAZ ALI



سجل تجاري: ١٠٢٨٢٥٠  
ذي فيتاوت ذ.م.م.، ص ب ٣٨٣٠٢، دبي، ا.ع.م.  
هاتف: ٧٠٩ ٤٤٤٤ (٤) فاكس: ٣٤٧ ٢٨٣٤ (٤) +٩٧١



Date: 1<sup>st</sup> April 2022  
Ref no. TFO/HRD/EXP/22/089.3337

Subject: EXPERINCE CERTIFICATE

This is to Certificate that **Mr. SHAHBAZ ALI PAKISTANI** citizen with Passport No: KV1790582, as **HR/ADMIN ASSISTANT** since from the period of 10-Oct-2015 to 23-Mar-2022.

During his service, he Shows full dedication, honesty, hardworking, and Confidence in her work.

This certification is issued upon the request of the above-named person for whatever legal purposes it may serve her best, we haven't any objection to him working again with any other Dubai company.

The Fitout LLC

Human Resource Manager





### Experience Letter

Date: 9 October, 2015

To Whom It May Concern

This is to certify that **Mr. Shahbaz Ali** s/o Abdul Majeed was an employee of VIP Wears (Pvt) Ltd. from **10 September, 2007** to **9 October, 2015** as **"Inventory Controller"**.

He has quite a capacity in above mentioned fields. During the time he worked for us, we found him to be a hardworking and efficient person. He was able to perform all the responsibilities as assigned. He is a motivated, duty bound and highly committed team member. We wish him best of luck in his future endeavor.

A handwritten signature in black ink, appearing to read "Darius Khan".

Manager HR / Compliance

**VIP WEARS (PVT) LTD.**

P.O. Box 1770, Rahim Pur Khichian Said Pur Gondal Road, Sialkot - PAKISTAN

Tel Off.: +92 52 4268186 - 260850-51 / Fax: +92 52 4262852, 268475

E-mail: [info@vipwears.com](mailto:info@vipwears.com) / Web: [www.vipwears.com](http://www.vipwears.com)



 **شركة اريان للخدمات النفطية**  
**ARYAN OIL SERVICES**



ID Number: **PK208** : الرقم الوظيفي  
Nationality: **باكستاني** : الجنسية  
Date issued: **27 / 06 / 2022** : تاريخ الاصدار  
Valid up to: **26 / 06 / 2023** : تاريخ انتهاء الصلاحيه

Name: **SHAHBAZ ALI**  
**شهباز علي** : الاسم

<https://www.aoslibya.com/>

 **ARYAN OIL SERVICES**  
Bohdema Area, Benghazi Libya  
☎ +218-92-220-1133 ☎ +218-61-474-1810



Job title: **اداري ADMINISTRATIVE** : المهنة  
Passport ID Number: **KV1790582** : رقم جواز السفر  
Visa number: **02569156** : رقم الاقامه  
Visa validity period: **25/07/2023** : تاريخ الانتهاء

يرجى في حالة فقد الكارت الاتصال بالشركة وفقا للأرقام بعاليه  
IF LOST CARD, PLEASE CALL COMPANY NUMBER ABOVE.  
بهذا نفيديكم نحن شركة اريان للخدمات النفطية بان المذكور أعلاه هو أحد موظفيها  
This is to certify that the above mentioned person is employee of Aryan Oil Service.



**MaisaloonGroup**



P.O. Box - 29890 | [mba@maisaloongroup.com](mailto:mba@maisaloongroup.com) | 04 2598313

**SHAHBAZ ALI**

**V2502**

**ADMIN**

**NATIONALITY: PAKISTAN**





رخصة قيادة



License No. 4236131

رقم الرحصة

شهباز علی شوناری عبدالمجید

—

Name **Shahbaz Ali Chaudhry Abdul Majeed**

Nationality **Pakistan**

الحمد لله

Date of Birth: 01/08/1985

تاريخ الميلاد

Issue Date 19/02/2022

تاریخ الاحداد

Expiry Date: 19/02/2024

تاریخ الانتہاء

Place of Issue **Dubai**

جهة الاصدار لدي

سلطة الترخيص

SB9988

Licensing Authority

Traffic Code No.

15394257

الرمز المروزي

### Permitted Vehicles

أنواع المركبات المصرح بشيادتها

Automatic Gear			Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person. يجب حمل الرخصة أثناء القيادة وإظهارها عند الطلب للجهات المختصة
- Give way to ambulance, civil defence, VIP escort and police vehicles. يجب إعطاء الطريق لسيارات الإسعاف المدني، المراكب الرسمية والتسليم.




UAE


21 09 0105185 EPM



**DRIVING LICENSE**  
**TRAFFIC POLICE, PUNJAB.**

**License No.**  
**52219/13**





**Name** : SHAHBAZ ALI  
**S/o W/o D/o** : CH ABDUL MAJEED  
**Address** : AZIZ MANZAL KHADAM ALI ROAD  
NOOR PURA SIALKOT  
**Height** : 5.5  
**CNIC No.** : 3460376180583  
**Date of Birth** : 01-Aug-85  
**Blood Group** : A+  
**Issue Date** : 28-Feb-13  
**Expiry Date** : 18-Mar-26


  
**Licensing Authority**  
**SIALKOT**

**DRIVING LICENSE AUTHORITY**

**Type Of Vehicles Authorized To Drive Under This License**

 **MCYCLE**  **MCARJEEP**



**SAY NO TO CORRUPTION**

This License must be kept during driving & produced on demand to Authorized Police Officer  
If found please drop this card into the nearest letter box

**Emergency Call No. of License Holder : 03456746699**