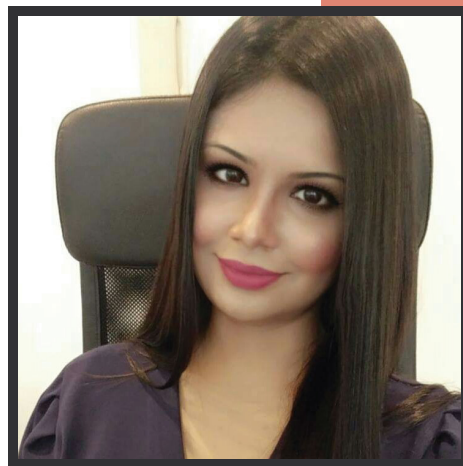


SANA NAZ


HR & Admin Professional
with over 7 years of experience





PERSONAL STATEMENT


A multi-skilled professional having passion to serve the corporate world. Possesses impeccable written and verbal communication skills. Professional expertise in Operational & Strategic HRM, Digital Marketing and Communication, and Business Development. Looking for new professional challenges in U.A.E. that can make the most of my skills & let me contribute my efforts & expertise towards organization's development.

CONTACT


 05 6665 1304


 Dubai, UAE


 sananaz.24@gmail.com


 <https://www.linkedin.com/in/sana-naz-8b717045/>

PERSONAL DETAIL

 Marital Status
SINGLE

 Nationality
PAKISTANI

 Date of Birth
SEPTEMBER 24, 1989

 Visa Status
**CANCELLED VISA -
IMMEDIATELY AVAILABLE
TO JOIN**

References will be furnished
upon request.

EXPERIENCE

MAY 2020 - NOVEMBER 2020

MARICON ELECTROMECHANICAL CONTRACTING & TRADING L.L.C, ABU DHABI – U.A.E *HR & Admin Manager*

- Leading the HR, Admin and PR department, supervising the whole teams for their assigned tasks.
 - Develop, implement, review and update the company & HR policies.
 - Lead and implement performance management for technical and non-technical staff.
 - Educate, facilitate and provide guidance to employees to follow the Company HR policies and procedures.
 - Leading and supervising all Human Resource functions including recruitment & selection, compensation and benefits administration, employee relation, performance management and payroll.
 - Responsible for overall performance of office staff, supervising documents and file management, maintaining records of incoming and outgoing documents and activity reports to staff/management.
- Set standard operating procedures and rules for all administration, HR, and work flow.
- Abide with UAE legislation and law in all aspects related.
 - Oversees attendance and time management functions.
 - Liaisoning with third parties for manpower, real estate, training and development and other relevant requirements.
 - Conduct staff training needs assessment (TNA), prepare periodic training plan, follow up on implementation, as well as coordinating all internal learning sessions and in-house workshops.
 - Manages insurance contract and serves the point of contact.
 - Provides procurement support in directing purchasing officers through the process of evaluating suppliers, conducting interviews with vendors, negotiating supplier agreements and managing supplier and vendor contracts.
 - Leading the implementation and update of the Organization-wide ERP including HRMIS.

EDUCATION

**UNIVERSITY OF
KARACHI, KARACHI,
PAKISTAN**
*Master of Business
Administration (M.B.A), Dec
2012*
GPA: 3.7/4.0

**UNIVERSITY OF
KARACHI, KARACHI,
PAKISTAN**
*Bachelor of Business
Administration (B.B.A), Dec
2011*
GPA 3.8/4.0

CORE COMPETENCIES

**GENERAL & STRATEGIC
HR OPERATIONS**

**RECRUITMENT &
TALENT ACQUISITION**

**TRAINING &
DEVELOPMENT**

EMPLOYEE RELATIONS

UAE LABOUR LAWS

**BENEFITS & EOSB
MANAGEMENT**

PAYROLL SPECIALIST

**OFFICE
ADMINISTRATION**

JANUARY 2018 – APRIL 2020

MURBAN RESTAURANTS MANAGEMENT L.L.C, ABU DHABI, U.A.E *Admin & HR Executive*

- Leading the entire HR department of the organization, looking after its 9 brands (all outlets across UAE).
- Pursue recruitment and hiring strategies, including evaluation of manpower requirements, handling job portals, recruitment agencies and HRBPs.
- Post jobs, build talent pool, screen candidates, align interviews, generate offer letters & contract letters for the selected candidates, collect documents from employees as per standard checklist.
- Leading the HRMIS implementation organization wide and coordinating with the vendors for SLAs, terms and other sub contracts
- New staff encoding in HRMIS, induction, orientation, arrangements of required office supplies/equipment's in coordination with HR, Admin, Accounts, Marketing and IT, and ensure complete record maintenance including timely update personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards), conducting orientation training and taking care of Payroll.
- Encoding the performance evaluation in HRMIS to keep the system transparent
- Track Probation reviews with timelines and ensure outcomes are communicated formally through letters by coordinating with staff managers and line managers.
- Policy making and implementation for transparent and systematic performance management via HRMIS Developing KPIs, KRIs & balance score card.
- Record & manage insurance, compensation and leaves benefits, rejoining, passport handling and do ticket and hotels booking.
- Responsible for negotiating various agreement's terms and conditions including but not limited to travel agencies, medical insurance brokers, and office supplies vendors.
- Maintain inventory of office supplies, handle transportation resources and monitor administration expenses.
- Monitor and report employees' attendance, absences and payroll deductions.
- Coordinate with PRO for timely visa processing and staff documentation, as well as insurance enrollment/renewals.
- Preparing and processes all settlements, (leaves and final settlements)
- Coordinate with Finance department for processing staff compensation and benefits after taking necessary approvals.
- Maintain the human resources records by recording new hires, transfers, terminations, changes in job classifications, contract revisions, renewals, appraisals and salary hikes.
- Update the company policies and procedures and implement the revised SOPs.

DECEMBER 2015 – DECEMBER 2017

AL MUQARRAM INSULATION MATERIALS INDUSTRY L.L.C, SHARJAH, U.A.E. *Admin & HR Assistant*

- Building applicant sources by researching & contacting print media, employment agencies, recruiters, and portals.
- Designing, writing and updating job descriptions and job specifications in collaboration with staff & line managers.
- Screening applications, aligning interview panels both inter-city and outstation, & aligning interview sessions.
- Completing documentation for approvals & employees' induction/orientation in

IT SKILLS & OTHER COMPETENCIES

FLUENT IN ENGLISH
(written and spoken)

PROFICIENT IN MICROSOFT OFFICE
(PowerPoint, Outlook, Word, Excel, Intermediate Skills in WordPress)

EXCELLENT REPORT WRITING AND BUSINESS RESEARCH SKILLS

WORKING AS FREELANCE WRITER AT UPWORK
an online staffing platform based in the U.S.A, since 2011

RUNNING A REMOTE STARTUP
"Prowriters.biz" (An entrepreneurial project)

CONTRIBUTING WRITER FOR VARIOUS COMMERCIAL WEBSITES, REVIEW SITES AND STARTUPS

OFFICIAL HOST FOR INTERNATIONAL CONFERENCE ON DISABILITY SPORTS
Pattaya, Thailand (Nov, 2017)

REPRESENTED PAKISTAN AT PAK-CHINA 6TH YOUTH-CULTURAL EXCHANGE PROGRAM
Beijing, China (Dec, 2015)

the company as per UAE labor law.

- Conducting TNA & sending employees on different training sessions on a monthly basis as per approvals.
- Monitoring the progress of trainees through questionnaires and discussions with staff & line managers.
- Doing administrative functions including couriers, visa applications, ticket booking and hotel & vehicle reservations for management, employees and foreign guests.

OCTOBER 2012 – NOVEMBER 2015

AAJ NEWS, RECORDER TELEVISION NETWORK, KARACHI, PAKISTAN

Assistant Manager, Human Resources

- Responsible for the full cycle of recruitment (both technical and non-technical positions), from job postings, applicant tracking, screening, interviewing, and preparing employment offers.
- Ensure all HR operations processes are aligned with Company's policies.
- Dealing with employees, handling their issues and counseling them as and when needed.
- Maintaining and updating HR material (HR policies, forms, manuals and procedures).
- Work on employee engagement activities, performance appraisals and training sessions.
- Assisting payroll and managing health insurance, attendance records, on boarding of new employees, training and development, compensation & benefits, EOSBs, terminations and exit interviews.
- Managing online jobs portals, LinkedIn account, corresponding with training institutes/universities placement centers and other recruitment agencies where prospect candidates for relevant fields can be filtered out.
- Assisting HR manager in budgeting, staff turnover, cost & benefit analysis of the department & KPIs development.