

CAREER OBJECTIVE

Experienced management professional with 7 years of success in leading teams, optimizing operations, and driving strategic initiatives for organizational success. Skilled in fostering collaboration, innovation, and exceeding targets. Strong communicator and problem solver with a commitment to continuous improvement and adaptability in dynamic business environments.

WORK EXPERIENCE

HUMAN RESOURCE MANAGER – YELLOW SAND FOOD STUFF TRADING / DUBAI FEBRUARY 2022 – PRESENT

- Achieve a monthly target of hiring employees and lead end-to-end onboarding process for new employees and efficiently manage visa processing for all employees.
- Maintain a high satisfaction rate of 95% for the onboarding experience.
- Design and implement company policies aligned with industry standards and organizational values.
- Develop, update, and implement staff policies and procedures in compliance with UAE laws and regulations, ensuring HR practices adhere to legal standards.
- Maintain an employee performance improvement rate of 85%.
- Maintain company policies and implement counseling or disciplinary actions when necessary, addressing employee conflicts and issues promptly, and resolving 90% of disciplinary cases effectively.
- Ensure timely and professional responses to employee queries, achieving a 95% query resolution rate within 48 hours.
- Coordinate with the PRO for all visa-related purposes and ensure accurate and timely completion of visa processes.
- Keep track of employee attendance and ensure accurate and timely processing of employee salaries with a 98% accuracy rate in attendance tracking and payroll processing.
- Reach out to potential candidates through networking, headhunting, and cold calling, and post job openings on relevant portals and social media groups.

HUMAN RESOURCE MANAGER – LANDMARK ESTATE & BUILDERS / PAKISTAN JANUARY 2021 – JANUARY 2022

- Collaborate with the HR Coordinator to ensure a smooth biometric registration process for new team members.
- Preparing and issuing various types of letters and certificates for purposes like account opening, contract renewal, confirmation, experience, appointment, reference, termination, and warning.
- Managing all aspects of the hiring process, including recruitment advertising, candidate sourcing, interviewing, consulting with internal hiring managers, and overseeing orientation and onboarding.
- Handling termination processes, promotions, performance reviews, and addressing safety-related concerns.
- Providing responses to inquiries regarding company policies, procedures, and programs.
- Designing employees' identity and visiting cards, coordinating with printers, and ensuring their distribution.
- Planning and executing team-building and employee motivational activities, such as Employee of the Month, Employee of the Year, annual dinners, official parties, and trips.
- Compiling and submitting monthly payroll reports, ensuring the accuracy of attendance records, and obtaining necessary leave approvals.
- Coordinate and assist with team member transportation requirements, including scheduling as needed.
- Enter and update the employee record on HRIS.

PROGRAM COORDINATOR – SHIFA TAMEER-E-MILLAT UNIVERSITY / PAKISTAN NOVEMBER 2018 – JANUARY 2021

- Collaborate with faculty and academic departments to design and update program curricula to ensure they align with academic standards and meet the needs of students.
- Provide academic and career guidance to students within the program, assisting them in course selection, program requirements, and graduation planning.
- Oversee the enrollment process, including admissions, registration, and class scheduling, to ensure efficient and effective program management.
- Organize and coordinate events such as orientation sessions, workshops, and academic conferences to support program goals and student engagement.
- Handle administrative tasks related to the program, including budget management, resource allocation, and record-keeping.
- Ensure that the program complies with university policies, accreditation standards, and relevant regulations.
- Collect and analyze data related to student performance, enrollment trends, and program effectiveness to inform decision-making.
- Build and maintain relationships with external partners, such as employers and community organizations, to facilitate internships, job placements, and program support.
- Oversee the maintenance of student records, transcripts, and academic documentation in compliance with privacy and legal standards.

HUMAN RESOURCE MANAGER – ZEB FORTUNES PRIVATE LIMITED / PAKISTAN

AUGUST 2017 – OCTOBER 2018

- Oversee the end-to-end recruitment process, from advertising positions to conducting interviews and managing new hire orientation. Additionally, handle employee life cycle events, ensuring the issuance of various letters and certificates, addressing safety matters, and ensuring policy compliance.
- Drive strategic initiatives aimed at improving organizational productivity and employee satisfaction. This involves implementing positive changes and growth strategies. Manage the design and distribution of employee identity cards and organize team-building activities, awards, and events.
- Responsible for the monthly payroll process, compiling reports, verifying attendance records, and obtaining leave approvals while adhering to company policies and regulations.

RECRUITMENT EXECUTIVE – CAREER PAKISTAN / PAKISTAN

FEBRUARY 2017 – JULY 2018

- Utilize various channels such as job boards, social media, LinkedIn, professional networks, and referrals to identify potential candidates.
- Develop and maintain a pool of qualified candidates for different job roles.
- Review resumes and applications to shortlist candidates who meet the client's requirements.
- Conduct initial phone screenings to evaluate candidates' qualifications, experience, and motivations.
- Build and maintain strong relationships with client organizations to understand their hiring needs and culture.
- Provide regular updates to clients on the progress of their recruitment projects.
- Participate in training and development programs to enhance your skills and knowledge.
- Support team goals and contribute to a positive work environment.

HUMAN RESOURCE INTERN – KHUSHALI BANK LIMITED / PAKISTAN

AUGUST 2016 – JANUARY 2017

- Proficiently perform various HR functions encompassing job posting, resume screening, interview coordination, and meticulous management of new hire paperwork. Diligently maintain employee records, uphold data confidentiality, and proactively respond to HR inquiries. Skillfully coordinate training sessions and enforce policy compliance, all while fostering a collaborative and mentorship-driven atmosphere to promote a positive team environment

HUMAN RESOURCE INTERN – Ufone / PAKISTAN

APRIL 2016 – JULY 2016

- Provide crucial support in the onboarding of new employees, maintaining transparent communication with candidates during the recruitment process, and efficiently screening and shortlisting resumes using our Career Management System. Additionally, handle new hire paperwork, orientation, and documentation management, ensuring strict adherence to HR policies, labor laws, and efficient administrative processes.

EDUCATION

COMSATS Institute of Information Technology Islamabad - Pakistan – **2016**

- Master in Business Administration (**Human Resource**)

Government Postgraduate College of Women - Pakistan – **2013**

- Bachelor in Computer Science (**Mathematics, Computer, Physics**)

Telecom Girls Public School & College - Pakistan – **2011**

- Intermediate (**Pre-Engineering**)

Telecom Girls Public School & College - Pakistan – **2009**

- Matriculation (**Science Group**)

SKILLS

Communication Skills, Interpersonal Skills, Problem-Solving, Empathy and Sensitivity, Data Analysis, Adaptability
Organizational Skills, Employee Engagement, Conflict Resolution, Legal and Regulatory Knowledge, Recruitment and Selection, Training and Development, Ethical Decision-Making, Technology Proficiency, Time Management, Leadership, Negotiation Skills, Payroll Tool Expert, HRIS (Human Resource Information System), Software proficiency

CERTIFICATIONS

Akhtar Hameed Khan National Centre for Rural Development - Pakistan - **2018**

"Development Projects in Conflict Ridden Area"

Shifa Tameer-e-Millat University Islamabad - Pakistan – **2018**

"1st National Scientific Congress"

Languages

English, Urdu