**SADEEKDEEN NAIZER**



Address: 1005, Rotana Residencies, Al Nabbah,Sharja, UAE

On Visit Visa, Expiary on 27th November 2014

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Express my intelligence and creativity by continually learning and adapting to the changing needs of the Management, Human Resource activities, Administration Marketing, Economics with Information Technology and to build winning relationships with my fellow colleagues and to share my knowledge for the benefit of the society and improve the growth of the organization.

**Key Traits**

* 1. Ability in Mentoring, Coaching and training individuals.
  2. Negotiation and people management for conflict and dispute resolution.
  3. Ability to audit and provide constructive feedback on process improvement.
  4. Database management on planning and reviewing.
  5. Adoptability and flexibility towards work environment, culture and ability to work under pressure.

**Professional Experience**

* + 1. Currently Working as a ‘**HR Executive**’ at ‘”Techsas International (Pvt) Ltd , (Greentel Mobile) from January 2013

Key Responsibilities

* + - 1. Strategising compensation management (incentive programs, equity issues)
      2. Looking after the overall administration of the office & Service Centres, transport.
      3. Arrangements/coordinating meetings / conferences / Presentations
      4. Participating for the Organization Internal Audits
      5. Handling Payroll systems & monitoring leave management
      6. Handling all the EPF / ETF & P.AY.E Tax matters and involving in the Labour Relations (IR) matters as well
      7. Conducting employees annual performance review
      8. For employees coaching, training & developing and motivating to achieve organizations and individuals goals.
      9. Attending interviews & support to select best suitable employees & maintain high quality recruitment & Selection
    1. Promoted as a ‘**HR Executive**’ at ‘Frostaire Industries Pvt Ltd’ from February 2011

Key Responsibilities:

1. Handling Payroll systems & monitoring day to day attendance
2. Handling all the EPF / ETF matters and involving in the Labour Relations (IR) matters as well
3. Conducting employees annual performance review
4. For employees coaching, training & developing and motivating to achieve organizations and individuals goals
5. Looking after the overall administration of the office & Service Centres
6. Employees Loans and Advances/ Leave Management
   1. Worked as a **‘Sales Co-ordinator’** at ‘Frostaire Industries Pvt Ltd’ from 20th April 2009 to February 2011

Experiences Gained:

1. Customer Handling and Customer Care.

* Maintained the Customer Base, Keep records of customer complaints Solving, customer visits if nessecory, Maintaining after Sales Service
* Escalation of customer issues to relevant departments and follow-up on resolution ( Internal / External )

1. Organizing Business Promotions.

* Organizing Promotional Activities in occasions such as Exhibitions, Seasonal Occasions.

1. Data Entry.

* Maintaining Branch Data Base.

1. Maintaining Branch Operations Activities.
2. Sales Administration work

* All the sales documentation handling (Daily / Weekly reports)

1. Identification of day to day operational issues and providing prompt solutions in order to maintain smooth operation in the sales division.
2. Maintenance of records for future requirements while analyzing problem identification and providing solutions
3. Handling Employee Development programmes

**Educational Qualifications**

1. **GCE Advanced** **Level** Exam result 2007:

|  |  |
| --- | --- |
| **Subject** | **Grade** |
| Business Studies | S |
| English | S |
| General Intelligence Test | 53 |

1. Successfully completed **Certificate of Computer Technology** offered by the Microstatic International Institute
2. Principles of Operation of CPU and Storage Devices.
3. Number Systems, Data Representation and Storage.
4. Functions and Operating Systems.
5. File Design, Organization and Access.
6. Boolean Algebra and Logic Gates.
7. Introduction to Programming “C++” and Visual Basic
8. Introduction to Internet, E-Mail and Web Design.
9. Use of PC Soft Ware.

* MS DOS / MS WINDOWS/ MS EXCEL/ MS ACCESS /MS WORD/ MS POWERPOINT

1. Completed **Certificate and** **Advanced Certificate in Human Resource Management** at NIBM Institute.
2. Completed **Advanced National Diploma in Human Resource Management (ANDHRM)** at NIBM Institute
3. Completed **BSc (Special) in Human Resource Management**, **University of Dublin - Ireland, at NIBM (Second Class 02nd Grade)**Modules:
4. HRM Strategy & Policy (HRM Planning, Selection, Developing, Performance Mng, Emp. Voice, Mng Change & Communication etc…)
5. Human Resources Development
6. Critical Issues & IR
7. MIS – Management Information System
8. Change Management
9. International Business
10. Project Management
11. Financial Management
12. Business Policy
13. Work Place Practice
14. International Marketing
15. Management of Organization
16. Electronic Commerce

**Expertise**

* + - 1. Ability to work in a computerized environment with a thorough knowledge in handling MS Office applications (ERP SYSTEMS / MS Word, MS Excel, MS Power Point /Outlook Express / Internet)
      2. Strong interpersonal and communication skills and the ability to develop and maintain effective Personal Relationships with employees.
      3. Effective and efficient professional public relations.
      4. Handling multiple task activities in an effective and efficient manner.
      5. Quick in learning and developing knowledge.
      6. Ability to work as a part of team and able to work under own initiative
      7. Being able to be self motivated

**Extra Curriculum Activities**

1. Member of the school prefect guild in the year 2002 and 2003.
2. President of college Commerce society.
3. Secretary of college Islamic Society 2005 &Treasurer of college Islamic Society 2004.
4. Member of college Athletics team
5. Active participation in Social day, Commerce day, any religious activity
6. Member of college Football, Cricket and Karate team & Participated in swimming contests.

Date of birth : **February 09th 1987**

Languages known : **English, Hindi, Sinhala, Tamil**

Nationality : **Sri Lankan**

Availability :  **Immediately**