**Naseem **

Email: naseem.201475@2freemail.com

***Education and Training (not exhaustive)***

* Masters of Business Administration (Human Resources)
* Bachelor of Political Science
* Proficient in English, Urdu and Pushto
* Efficient computer skills - Microsoft Office Outlook, Word, Excel & PowerPoint / hardware and software installations / PC preventative maintaince and peripherals
* Efficient in Patch Panel, IOs and Network Calling

Background:

Naseem is a qualified and skilled Human Recourse Administrator with experience in various fields. Naseem has extensive experience in the MedicalAdministration field having worked for several years in the Liaquat National Hospital, Pakistan. More recently Naseem moved to a managerial position within the United Arab Emirates equine industry.

***Professional Experience***

**Secretary - Nad Al Sheba Stables at Dubai Equestrian Club**

**July 2016 to Present**



* Manages correspondence between internal and external stakeholders
* Visitor Liasion Officer
* Document and Inventory Management
* Prepares formal correspondence on behalf of senior management
* Record and distribute formal meeting minutes
* Devise and maintain office systems to manage 250+ employees personal, employment and remuneration records
* Review and recommend potential employees to HR for current vacancies and future workforce planning
* Liaison with external service providers for quotes, purchases and delivery of equine related provisions
* Maintain medical records, qualifications / race history, registration and ownershipinformation in accordance withboth the Federation Equestre Internationale and Emirates Equestrian Federation regulations for 450 horses
* Responsible to ensure compliance to both international and UAE regulations for equine purchases
* Responsible for registration of horses for racing and ensuring compliance to both international and national regulations
* Allocate support staff to designated horse/rider combinations and ensure compliance with dress regulations are adhered too
* Maintaining records of equine race statics and ensuring riders depart at their specified times
* Data entry capturing statistical information of races regarding speed, metabolic recovery, rest periods, and veterinary inspection results
* Review and identify horses that are eligible for future races in accordance with international regulations
* Perform other related duties as required

**Human Resources Officer** - **Liaquat National Hospital Pakistan**

**September 2013 to July 2015**



Determine staffing numbers, qualifications and skills required to meet the organisations current and future capability objectives

* Determine the qualification and skills required for identified positions within the organisation
* Develop job descriptions and duty statements for identified positions
* Advertise staff vacancies, review applications and identify suitable candidates, liaise with potential candidates for application progression, administer selection testing, conduct applicant interviews, prepare reports and make recommendations to senior management about suitable candidates, provide feedback when required
* Maintain personnel records for salary, superannuation, leave and on-going staff development training and prepare reports associated to these areas for senior management
* Organise employee welfare services such as health and wellbeing programmes, first aid training, fire warden training, superannuation set-up and moral building social activities for staff
* Participate in strategic management meetings and provide advice from HR regarding how best to meet organisation goals and objectives

**Administrative Assistant** - **Liaquat National Hospital Pakistan
August 2008 to September 2013**



* Visitor Liaison Officer
* Receiving enquiries and forwarding those enquiries onto the appropriate area
* Coordinate and liaise with service providers to repair and maintain hospital office equipment
* Responsible for conducting preventive maintenance on hospital equipment,identify items requiring servicing and repair
* Maintain hospital equipment inventories and evaluation of new equipment and techniques
* Provideformal and informal responses on behalf of the hospital management
* Maintain stock inventories by conducting audits of hospital equipment and supplies
* Identify and anticipate supplies that need re-stocking, create and lodge supply order documentation, identify and expedite orders for more critical supplies, use historical data to determine trends in usage of supplies, check deliveries against order forms and receipts
* Conduct workplace orientation for new employees
* Ensure harmonisation between different internal hospital departments
* Responsible for financial records management for the billing of private and corporate patients
* Provide information to patients about hospital procedures and processes and assist in documentation lodgement.

***References*** Available upon request