# Floyd

Cell # +971 050 2726889, Email: [floyd.250294@2freemail.com](mailto:floyd.250294@2freemail.com)

**Human Resources/ Recruitment**

* **Extensive background in HR generalist affairs,** including experience in employee recruitment and retention, staff development, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, corporate policies, job descriptions and management reports.

**HR Skills**

|  |  |  |
| --- | --- | --- |
| * Training & Development * Employment Law * HR Policies & Procedures | * Staff Recruitment & Retention * Employee Relations * Benefits Administration | * Orientation & On-Boarding * HRIS Technologies * Performance Management |

**Professional Experience**

**Qatar Airways — Karachi, Pakistan**

**Sr. Human Resources Assistant,** January 2014 to Present

* Played a vital role in successfully coordinating, recruiting & on-boarding for three new stations within Pakistan.
* Short listing, interviewing and recruiting the right candidates for vacant positions for the organization from lower to management level.
* Employment verification of new hires.
* Successful HR sessions with staff on quarterly basis.
* Identifying the needs for training and development of the staff.
* Performance management through yearly appraisals.
* Endorsing and recording leave applications of employees
* Attendance Management on monthly basis.
* Record keeping and updating of employee documents & files.
* Issuing Uniforms for the staff.
* Orientations and On- Boarding for new hires in the organization.
* Successfully investigating mishaps of the staff through one-on-one and group discussions and reporting to the managers
* Organizing team building activities to keep the staff motivated.
* Enrollment of benefits for new hires.
* Processing medical claims for staff.

**RAS Technoligies — Karachi, Pakistan**

**Human Resources Executive,** June 2012 to December 2013

* On boarding of new hires
* Attendance Management
* Record keeping and updating of employee documents.
* Endorsing and recording leave applications of employees
* Employment verification of new hires.
* Enrolled benefits of employees

**Associates International — Karachi, Pakistan**

**Executive Assistant,** April 2010 to June 2011

* Record keeping of documents.
* Coordinating with clients.
* Corresponding with overseas consultants.

**Internships**

**Abbott Laborities — Karachi, Pakistan**

**Human Resources Department,** March 2012 to May 2012

**Education**

**University Of Karachi — Karachi, Pakistan**

**Bachelor of Commerce (B.COM)** 2009

**Trainings**

**Human Resources Trainings:**

* Interviewing Skills- Qatar Airways
* Influencing with Impact- Qatar Airways
* Performance Management- Qatar Airways

**Leadership Trainings:**

* Five Star Leadership Foundations- Qatar Airways

**People Development Trainings:**

* How to handle a bomb threat call- Qatar Airways

**Computer Skills**

* HRIS applications (Sniperhire, Oracle)
* MS Office (Word, Excel, PowerPoint, Access, Outlook)

**Competencies**

* Fluency in both verbal and written English and Urdu
* Good interpersonal skills
* A good team player
* Multi tasking skills
* Time Management
* Self- motivated

***References would be provided on Request***