**First Name of Application CV No 1646556**

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| --- | --- | --- | --- | --- | --- |
|  |  |  | Languages | English & Urdu |  |
|  |  |  |  |  |  |
|  |  |  | Current Location | Dubai, UAE |  |
|  |  |  |  |  |  |
|  |  |  | Nationality | Pakistani |  |
|  |  |  |  |  |  |
|  |  |  | DOB | 1st January |  |
|  |  |  |  |
|  |  |  |  | 1990 |  |
|  |  |  |  |  |  |
| **A BRIEF OVERVIEW:** | | |  |  |  |

A human resource professional with 5 years of experience in providing strategic and operational support in a competitive, cross-cultural environment to local and international businesses in terms of talent acquisition, organizational development, performance management, localization and globalization of policies, processes & in maintaining effective Industrial relation.

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| --- | --- | --- | --- |
|  | Markets | Dubai, Qatar, Oman, Saudi Arabia, USA, Australia, Pakistan, India and South Africa. | |
|  |  |  | |
|  | Technical Recruitment | Microsoft, IBM, PHP, JAVA, AngularJS, Oracle, Android, IOS and others | |
|  |  |  |  |
|  | Non Technical | Finance, Marketing, Legal, HR, Healthcare, Media and Sales |  |
|  | Recruitment |  |  |
| **UAE JOB EXPERIENCE:** | |  |  |
| **1) SENIOR HR SPECIALIST – TECHVISTA SYSTEMS DUBAI** | | | **(MAY 2015 – FEBURARY 2016)** |

TechVista Systems (Sister concern of Systems Limited) is a Dubai-based information technology services company providing a host of services including enterprise application integration, software development and user experience design, to enterprise customers globally.

 Delivering recruitment solutions (sourcing, client handling, job offer & salary negotiation, visa processing and deployment assistance) for TechVista Systems in Dubai.

* Responsible for advertising vacancies, preparing job descriptions, negotiating contracts, head hunting, assessing prospective applicants, matching them with vacancies at client companies and conducting interview sessions.
* Handling technical recruitment for 10+ teams in Pakistan & Middle East.
* Providing recruitment services to international clients including **Emitec, ENOC, Aero vista, Dubai tourism, PMO, Emirates, Pfizer, GSK, GBST Australia, Arcom** etc.
* Partner with senior management to understand their divisional workforce planning and capability requirements.
* Defining profiles, mapping them in the department, conducting employee skill assessment and ideal placement solutions.
* Providing information to management on workforce planning, salary comparisons and best practices of HR.
* Conducting HR Interviews.
* Conducting Skype orientation sessions of new employees.
* Involved in conducting exit interviews.
* Conducting TNA, preparing training manuals, presentations and assessments.
* Based on organizational goals and role of independent domains, devised domain processes and KPIs with the help of departmental heads to ensure that performance of each individual is being monitored.
* Involved with the top management in analytically reviewing monthly performances and bi-annual appraisals suggested by departmental heads.

**OTHER PROFESSIONAL EXPERIENCE:**

**2) SENIOR TALENT ACQUISITION SPECIALIST–BOL MEDIA NETWORK/AXACT** **(JANUARY 2013 – APRIL 2015)**

* Development & implementation of the HR strategy through planning requirements in different departments.
* Developed an effective HR strategy with an overall organizational structure for BOL MediaNetwork.
* Involved in screening, short- listing, interviewing and organizing human resource development programs.
* Involved in leading employer branding activities (Internal & External) on LinkedIn, Facebook& Twitter.
* Hired best media professionals from the industry.
* Responsible for conducting exit interviews.
* Involved in making new and amending existing policies
* Reviewed the compensation structure and aligned it with market best practices
* Conducted orientation sessions of new employees.
* Hired **650 employees** for BOL in 2014.
* Worked on online recruitment system which was based on DotNet.

**3) ASSISTANT OFFICER - BRITISH COUNCIL (BRITISH DEPUTY HIGH COMMISSION)** **(JULY 2012 – DEC 2012)**

* Involved in developing strategic relationships with key academic institutions in Pakistan and United Kingdom.
* Planning and execution of British Council’s Active Citizen Program, overlooking all IELTS, GCE, ACCA, University of London professional examinations.
* Management of client and customer relationships and enabling effective enquiry management.

**4) GLOBAL FREELENCE RECRUITER** **(JUNE 2011-JUNE 2012)**

* Matching the needs of clients with candidates to provide quality recruitment services.
* Headhunting, sourcing, screening and evaluating clients in Middle East, UK, US, Canada and Singapore.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- | --- | --- |
| **YEAR** | **QUALIFICATION** | **UNIVERSITY** | **DIVISION** | **CGPA** | |
|  |  |  |  |  |  |
| 2012 | Masters in Public Administration | University of Karachi | 1st (Second Position - Silver | CGPA | : 3.4 |
|  | (HR) |  | Medalist) |  |  |
|  |  |  |  |  |  |
| 2011 | Bachelors in Public Administration | University of Karachi | 1st | CGPA | : 3.8 |

**HR PROJECTS I HAVE WORKERD ON:**

* **Organizational Structure Design for BOL Media Network**: Designed organizational structure for BOL media network by establishing relationships with media professionalsof other television networks, working in close coordination with them to understand the industry hierarchy and coming up with the structure of newly launched enterprise
* **TechVista Systems Australia**: Sourced Australian PR holders with Federal/State sponsored Visas and recruited Java Architects and Project Managers for TechVista SystemsAustralia which is a sister concern of Systems Limited in Sydney, Australia.
* **Assessment Centre for H1B Visa for United States**: Each year Techvista Systems selects employees and transfer them to US office on H1B. I was responsible forconducting the assessment centre of employees with technical assessors to assess their competencies by conducting individual and team building activities.
* **Employee Skill Matrix**:Directly worked with Vice President HR and developed a skill matrix of 1000+ employees for the systems ltd to identify & document allemployee skill levels, employees with appropriate skills for internal placements, skill level for key positions, succession plan for fulfilling those key positions in crises, cost and revenue per employee and determined future training / recruitment needs.
* **Recruitment Workflow Redesign:** I was solely responsible for identifying problem areas in existing recruitment process and redesigned the complete recruitment workflowfor Systems Limited.
* **Recruitment Process Automation:** I worked closely with technical team in designing the online recruitment portal to facilitate the hiring process and maintaining a strongdatabase of applicants.

**PERSONAL TRAITS:**

* A strong team player, democratic style leader, an emotionally intelligent person having strong people skills.
* Good in solving complex issues with high ethical standards.
* Capable of dealing with technical, human and conceptual issues at workplace.
* Excellent in giving confident and interactive presentations.