**SYED**

Dynamic HR professional with almost 5 years of outstanding career track within a reputed organization in UAE. Consistently displayed competencies in handling overall human resource operations with accrued expertise in payroll processing, leave management, Visa renewals, Legislation, Recruitment and total employee relations. Significantly delivered key contributions towards HR department’s growth by managing learning and professional development of department's workforce; equipping staff with knowledge, practical skills and motivation to carry out work-related tasks hence achieve full potential; implementing policies and procedures. Admired and valued for skills in carrying out multiple task simultaneously, performing well under pressure, maintaining strict confidentiality of company records, coordinating with third parties and surpassing performance parameters. Possess strong analytical & problem solving skills, with an ability to make thought out decisions. Proven proficiency in managing all Human Resource functions across organization and financial analysis & ability to manage staff, develop and communicate with other departments, and management to ensure that goals are met.

**Profile:**

* Proven proficiency in managing all Human Resource functions across organization and financial analysis.
* Proven ability to manage staff, develop and communicate with other departments, and management to ensure that goals are met.
* Can efficiently work in computerized environment & can handle HRM & MS Office Applications.
* Detail-oriented, efficient & organized professional with an extensive experience in Payroll systems.
* Possess strong analytical & problem solving skills, with an ability to make thought out decisions.
* Resourceful in completing projects & efficient in multi-tasking.
* Have the ability to quickly identify problems as well as provide appropriate solutions.
* Energetic & self-motivated with a high degree of cultural sensitivity.
* Can work under pressure & meet deadlines.

**Skill & Expertise:**

* **HR Policy Execution**
* **Project Planning**
* **Team Management**
* **HR Project Management**
* **Performance Management**
* **Teamwork**
* **Supervisory Skills**
* **Inspection**
* **Process Scheduler**
* **Administration**
* **Microsoft Office**
* **Microsoft Excel**
* **Recruiting**
* **Visa Processing & Renewal**
* **Payroll Process & Management**
* **Leave & EOSB**
* **Insurance & Medical**
* **UAE Federal Law**
* **Cost Control**
* **Compensation & Benefits**
* **Contract Management**
* **Employee Relation**
* **Induction**
* **Insurance & policy**

**Professional Experience:**

**Sr. HR Coordinator**

Al Falah Holding, Abu Dhabi UAE (May, 2011 - Present)

Al Falah Holding is a vibrant conglomerate with core businesses in Industrial Production & Manufacturing, Construction, Transportation & Logistics, Healthcare, Education, Real Estate, Information Technology, General Trading and Safety & Security. Assigned responsibilities are to: Develop organization strategies by identifying and researching human resources issues; dealing with all of the recruitment needs, Visa processing and renewal, employment issues, Labor Law, Payroll, Leave Management and Final Settlement, Termination & Cancellation, Medical and General Insurance, Grievances and performance evaluation of the company. Ensuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction into the company including offer letters and contracts; contributing information, analysis, and recommendations to organization strategic thinking and direction; Establishing human resources objectives in line with organizational objectives.

**General Operations:**

* Helped manage important functions such as hiring, recruiting, orientation, employee relations, etc.
* Verified and kept personnel documentation such as staffing, recruitment, orientation, grievances, performance evaluations, and staff records. Kept records for each employee, including information such as payroll, contact details, absences, and supervisory reports on performance, medical reports and reasons for endings.
* Made sure all employees’ documents such as Visa, Labor card, Medical Insurance and EID are processed on-time.
* Consulted with practice managers regarding absenteeism, changes in work settings, employee motivation, recognition, salary raise, promotions, other entitlement and other employee-related aspects. Proposed set of rules that would monitor discipline and work of workers.
* Consolidated, filed and furnished all required reports for management perusal, viz. Manpower Summary Per Job Category & Per Department; Active Manpower Cost; Report on MOL Active Employees List; Employees’ Performance Record; Benefits Analysis; Nominees for Employee of the Month Awards; Suggestions & Complaints; Employees Attrition Analysis, etc.

### Recruitment & On-boarding

* Supervised the entire life cycle of recruitments like identifying manpower specifications, sourcing, online advertisement vacant positions, short listing, selection process, conduct of examinations and interviews.
* Issued successful candidate’s job offer, updated records and submitted papers for visa processing.
* Scheduled and coordinated medical test appointments for visa stamping.
* Supported on-boarding arrangements like accommodation settlement and other necessity preparation.
* Conducted orientation, induction and training for new hires.

### Insurance

* Made sure employees are members of health insurance policy as categorized according to their pay scale:
* Assisted employees for their family and personal servants in insurance arrangement.
* Responsible for health insurance policies renewal (9 policies), including additions and/or deletions.
* Handled General Insurance Policy renewal and claims related to all types of insurances, such as good in transit, contractor’s plant and machinery (CPM), property all risk policy, general third party insurance, etc. Submitted all documents to settle claims.
* Dealt with all workmen compensation policy renewal; put up claim under workmen compensation policy.
* Kept tracked of all work related incidents and occupational diseases that directly concerns insurance policies.

### Salary & Leave – Final Settlements

* Processed employees’ salary until final disbursement into their bank accounts in close coordination with timekeeper, payroll officer and finance team.
* Uphold accurate and on-time processing of employees’ salaries and compensations
* Informed concerned personnel about salary deductions or additions and resolve all salary disputes.
* Checked leave calculations, leave settlement, responsibilities handing over forms, and clearance.
* Arranged airline tickets for staff for their annual vacation, emergency situations or employment cancellation; made sure air tickets are issued or visa as processed according to employee’s scheduled departure.
* Administered completion of all exit formalities till full and final settlement. Ensured completion of clearance from all concerned departments, email id deactivation, exit interview, work permit and visa cancelation, etc.

### Office Administration & Clerical Functions

* Provided leadership and direction in ensuring the smooth functioning of operations.
* Carried out administrative duties efficiently including correspondence, employee relations.
* Coordinated with various groups within organization to provide accurate, efficient and committed office work support in completing daily activities. Served as focal person between staff members and department heads.
* Conferred with internal departments and other third parties dealing with the company to exchange information, coordinate activities and promptly resolve issues.
* Collected and organized all information as requested by the Senior Managers.
* Helped in preparing documents, briefing papers, reports and presentations.
* Took care of the confidential files, matters and documents. Uphold strict confidentiality thereof.
* Handled multiple priorities, meet deadlines and follow up critical issues.
* Helped in continually reviewing and setting up improvements to current procedures.
* Took part in drawing up future business plans aligned with company’s business goals and objectives.
* Assisted in performing all tasks necessary to achieve the organization's mission.
* Handled all kinds of Custom Shipment clearanceup to the delivery of the goods to the company store or destination.

### Public Relations

* Assumed full responsibility in coordinating official and staff’s documents such as visa, identity cards, permits, licenses, lease agreements, contracts, etc. including its renewal, amendments or cancellation.
* Renewed all company related licenses prior to their expiry date, with proper coordination with PRO.
* Reviewed contracts and documentation to ensure compliance within concerned jurisdictions.
* Kept abreast with any changes or amendments to the prevailing laws, rules, regulations, forms, and other procedures. Determined the impact on the company and advise management for the same.  Developed, monitored and implemented divisional policies and procedures related to government relations.

**Qualification**

Bachelors of Computer Application

**Personal Details**

* Date of Birth: 09th November, 1975
* Marital Status: Married
* Nationality: Indian
* Languages: English, Urdu, Hindi

**Job Seeker First Name / CV No: 1766166**

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