**SHEHZAN**

**SHEHZAN.311026@2freemail.com**

**EXECUTIVE PROFILE**



Versatile and goal oriented HR with 6 years of experience in carrying out recruitment procedures such as screening of candidates and posting job vacancies online as well as communicating with manning agencies for potential candidates. Accustomed to working with people with varied cultural backgrounds and promoting multi-skilled team competencies via nurturing mentorship and inspirational leadership within a fast-paced environment.

Hands-on experience in driving rigorous and cost-effective technical, managerial, soft skill and leadership building programs not just from a training and implementation perspective, but from an organizational development perspective and beyond. Expert in tracking employees’ areas of improvement and introducing programs of remedial action and gap elimination accordingly in conjunction with the Line Managers.

**Core Competencies:** Talent Acquisition, Compensation and Benefits, Employee Welfare Programs, Grievance Management , Performance Management, Payroll Management, Employee Relations, Product Development, Strategic planning, Customer-Oriented, Public Relations, Staff Development, Time Management

**SIGNIFICANT HIGHLIGHTS**

* Implemented HR policies and procedures across the departments and tracked staff allocation based on the business requirements.
* Displayed excellence in managing live crew list for a fleet of 23 vessels.
* Accredited with the Extra Mile award for providing extended service as per requirement of the department.
* Successfully introduced database application to manage employee database of approximately 2000 individuals. (ABS -NS5)

**CAREER PROGRESSION**

**Stanford Marine, Dubai, UAE**

**Crewing/ HR Officer (Since 2013)**

**Key Responsibilities:**

* Evaluated manpower in order to check if all employees are abided by the set of rules and regulations and submitted recommendations to management for correct disciplinary measures.
* Made relevant inquiries regarding employees’ termination and payroll processing to ensure fairness and compliance to company’s internal rules and regulations as per the labour law.
* Provided assistance in staff performance and KPIs, coordinated with the Unit Head and suggested trainings as requested through PM. Evaluated comments raised by employees in the performance review for proper action taking.
* Drafted and submitted warnings, notifications, appreciation letters. Evaluated and ensured all supporting documents or emails are present.
* Made sure that employee training records are updated accordingly after the training. Evaluated the recruitment database for applications received from approved staff requisition requests.
* Extended necessary support to promote new and current employee benefit programs e.g. health, medical compensation and other allowances.
* Prepared and submitted monthly and weekly reports as per set deadlines to update the recruitment data and vacancies and communicate to the concerned department.
* Synchronized and enabled joining formalities for new staff as well as induction and orientation. Recruited candidates through various sources i.e. referrals, online recruitment sites and more.
* Interacted with recruitment agencies for assistance in filling vacancies, when needed, and briefed agencies on the job requirements. Conducted HR interviews for given assignments.
* Worked in close coordination with manning agencies to screen through candidates for available vacancy. Verified all documents and endorsements required for the selected candidate.
* Managed chopper bookings for crew going offshore (Qatar region). Maintained documents and applied for relevant training required by the crew.

**Emirates NBD Cards Business, Dubai, UAE**

**Fraud Monitoring Analyst (Jan 2010 to Jan 2011)**

**Key Responsibilities:**

* Monitored real time queues and identify high risk transactions within the business portfolio. Observed customer transactions to identify fraudulent activity such as account take over, friendly fraud, theft and similar other risks.
* Identified fraudulent transactions and cancel them from further processing. Resolved queued transactions within the service level agreements to reduce potential revenue losses.
* Solved customer issues within the scope of existing service level agreements. Monitored constantly customer and transactional records to identify unauthorized transactions and fraudulent accounts.
* Maintained fraud analysis models to improve efficiency and effectiveness of company systems. Ensured confidentiality of all information collected during investigation.

**MIWA Securities, Sharjah, UAE**

**Exhibitor (Dec 2009)**

**Key Responsibilities:**

* Shouldered accountability to introduce the company to various customers and provided them with the description of each model that was being displayed.
* Implied IT and data analysis skills and extended adequate support to assemble brochures for customers and handed over the take away information of the products.
* Gathered information and evaluated the data which was regarding popularity of malls and registered the analysis in the company's software.
* Worked in close coordination within a team and dealt with critical situation. Identified system improvement to prevent fraudulent activities.

**EDUCATION**

* MBA: Strategic Business Management. University of Wolverhampton, UK, 2015
* BBA: Strategic Business Management, Middlesex University of London, Dubai, UAE, 2012

**IT Skills:** Microsoft Word, Excel, Outlook Express and PowerPoint

**PERSONAL DETAILS**

**Nationality:**  Indian

**Languages Known:** English, Urdu, Hindi, and Arabic

**Hobbies:**  Reading, Sitcoms, Gaming and Football