

**ABID NASEEM**

**HR Officer**

**(More than 3yrs Experience)**

**Objectives and Goals**

To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other Team members. To give an excellent performance, and to transform my experience, knowledge, skills and abilities into Organization’s value and Esteem.

**Career History**

**1. Company Name** **:** **Al Khayyat Investments L.L.C. Dubai UAE.**

Al Khayyat Investment Operates through Eight autonomous business units which are Retail, Health Care, Client Concept, Fitness and Bowling, Contracting, Environmental Services, Automotive and Investments. Each led by specialist in their Fields.

Designation

Date of Joining

:

:

HR Officer.

Nov 05, 2013 till Present.

**Duties and Responsibilities**

Responsible for Employees life cycle from recruitment to exits and for providing full administrative support to the HR Manager and Officers.

**Operations:**

-Analysis and Maintaining of Budget Report.

-Recruitment

-Handles end to end on boarding process including assessment, offer letter issuance, document control and visa applications

-Deals with employment contract & regret letter.

-In charge of New Employee Induction and Orientation

-In-charge of Insurance application, Deletion, Amendment for all warehouse employees.

-Provides a bridge for smooth communication and coordination between the business units.

-Manage travel arrangements.

-Liaise with PRO for renewals, visa issuance, labor documents, etc. as required -Prepares HR report monthly, for Business needs. -Employee services

-HRMS

-Exits and Cancellations (Process Resignations and Terminations)

-Providing all kinds of letters (SC, STL, NOCs, Promotions, Increments, official Travels, Umrah,

Experience and Employment Certificates etc.)

-Filings

-Passport Control for more than 2000 Employees.

-Assisting in all kinds of HR Related Task

* Co-ordinations with PR Dep’t, staff, Senior Officials, External entities. -Tracking of every HR Related Transactions.
* Labour Camp Management. (Blue collar employees conflict resolutions).

**Other Responsibilities**

-Acting as Single point of contact for anyone enquiring about HR activities.

-Updating of HR filings, Records and HRMS.

-Screening phone calls, emails, letters and personal visits.

-Handling all confidential information in a professional manner.

**B. Data and Documents Updating Project.**

Data and Documents updation of All 3500 AKI Employees in HRMS to avoid any (Employee’s visa , labour cards and Passport Expiration) and any ambiguities which can result in company’s loss or blockage of trade licenses.

Co-ordination with Line managers, Divisional co-coordinators and in person with employees for their Data and Documents updation.

**Home Country Work Experience and Study Analysis**

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| --- | --- | --- |
| **2. Company Name** | **:** | **Descon Engineering Limited, Pakistan.** |
| Designation | : | HR Assistant. |
| Tenure | : | 10th Mar, 2012 till 30th Sep, 2013 |

**Duties and Responsibilities**

As HR Assistant, I was actively involved in various staffing activities of new employees and retention of current one’s for the Organization. My Responsibilities were as follows:

* Placing Ads on Job Portals, News Papers and other social media.
* Collecting and Screening each resume, passing on only the most qualified to the human resources manager.
* Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
* Schedules interview appointments and, in some instances, conducts telephone and face-to-face interviews with each applicant.
* Drafting and Releasing Offer letters to the selected Candidates.
* Request information from law enforcement officials, previous employers, and other references in order to determine applicants' employment acceptability.
* Conducting workshops and orientations about company rules, policies and procedures for the new employees.
* Prepare badges, passes, and identification cards, and perform other security-related duties.
* Creation and updation of employee files that includes all pertinent information, contact numbers, professional, educational history, current job title and salary information.
* Developing and Implementing programs that increase Employee Retention by eliminating conflict resolution in the workplace.
* Taking Exit Interviews to improve all aspects of working environment, culture , systems and developments.

**Skills & Expertise**

Proficient and familiar with a vast concept of Business applications and Information Technology. Expert and advanced user of softwares like

-Human Resource Management System (HRMS)

-ORACLE

-Microsoft Office i-e Ms. Word, Ms. Excel and Ms.Power Point

**Other Skills**

-Communication Skills

-Presentation Skills

-Negotiation Skills

-Relationship Skills.

**Education and Qualification**

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| --- | --- | --- | --- |
| **Year** | **Degree/Diploma** | **University/College** | **GPA / Grade** |
| Aug-2014 | MBA Major in HRM | Hazara University | Pursuing |
|  |  | Dodhial,Pakistan. |  |
| 2011 | BBA (Hon’s) Major in HRM | Hazara University | 3.50 CGPA |
|  |  | Dodhial,Pakistan. |  |
| 2010 | Diploma in Information | KPK Board of Technical | 1st Division |
|  | Technnology. (DIT) | Edu,Peshawar,Pakistan. |  |

**Personal Info**

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| S/O |  | : | Zarnab Gul |
| Citizenship |  | : | Pakistani |
| Date of Birth |  | : | Jan 01,1987. |
| Passport No |  | : | AH9851452 |
| Driving License |  | : | Valid UAE Driving License |
| Cell phone No |  | : | +971-55-7634638 |
| Personal Email | : |  | abidnaseem143@gmail.com |
| Visa Status |  | : | Employement Visa |
| Address |  | : | Y-19 England Cluster, International City Dubai. UAE. |

**Languages**

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| --- | --- | --- |
| -English |  | (Fluent) |
| -Urdu/Hindi | | (Fluent) |
| -Pashto | | (Fluent) |
| **References:** | |  |

Will be furnished on Request.