**** [**347043@gulfjobseekers.com**](mailto:347043@gulfjobseekers.com)

**SUMMARY OF QUALIFICATIONS:**

MBA with a Major in Human Resource Management, specialization in recruitment and selection, organizational development and strategic performance management having a 4-year trained and specialized experience with United Insurance Company, UAE and International Brand Limited, Pakistan.

**PROFESSIONAL EXPERIENCE:**

**United Insurance Company,** *HR & Admin Assistant*, Dubai, UAE May 2015 – Feb 2017

**International Brands (Pvt.) Ltd.,** *HR & Admin Assistant*, Karachi, Pakistan Mar 2013 – Apr 2014

**RESPONSIBILITIES:**

* Preparing and posting job advertisements, screening applications, arranging interviews for all level of job and feedback panel meeting, participating in selection process, and administering pre-employment tests as required.
* Dealing with HR related activities and preparing letter for employee’s contract, salary certificate, increment letter, promotion and transfer letter.
* Developing a report on employee’s annual leaves and dealing with their medical insurance for employees and their dependents.
* Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic in HRMS and hard copy.
* Following the labor law according to the situation and HR practice.
* Preparing source documentation needed for new hires or effective changes in pay, status, or benefits and medical cards for employees.
* Developing and implementing a performance evaluating in human resources management system for 150 employees.
* Establishing, maintaining and controlling personnel, employees, recruitment relations records and files. Maintaining the annual leave plans of employees.
* Interpreting, assisting and advising employees and managers regarding cooperative agreement applications, leave management and benefit administration, and HR procedures and policies within the specified guidelines.
* Conducting research, gathering data and statistical reports, and maintaining statistical information.
* Preparing of End of Services Benefit (EOSB), conducting the exit interview of the employees, processing for visa cancelation and dealing with all over repatriation process of employees.
* Administering and monitoring new hire orientation programs.
* Maintaining employee file records up-to-date by handling changes in employee status in timely manner. Maintaining and monitoring records of exempt employee benefits and salary.
* Assisting in the payroll to process with the supporting documents and developing monthly report for finance department.
* Providing assistance in monitoring employee performance appraisal process.
* Managing and purchasing office supplies, equipment for all department and branches. Organizing the event and training session for employee’s benefits.
* Handling the facilities management for the company owned properties.

**KEYS SKILLS:**

**Communication:** Excellent oral & written skills developed through education and work experience. Presentational skills developed through instructing new hires.

**Organizational:** Being an in-charge of various facility management contracts demands the ability to organize for the successful completion of assignments.

**Teamwork:** Have developed excellent teamwork skills through work experience as well as through leisure activities, developing constructive relationships.

**Tolerance:** Working under tight deadlines require coping with intensive pressure.

**Analytical:** Researching, reviewing and assessing information for its relevance and accuracy has played a key role in my career as a human resource assistant. Experience in   these aspects in complemented by rigorous attention to detail while analyzing any   problem to provide sufficient solutions.

**EDUCATION AND ADDITIONAL INFORMATION:**

**Master in Business Administration**, major in Human Resources, IQRA University, Pakistan 2014

**Languages** English – fluent, Urdu – mother tongue, Arabic – basic

**Applications** HRMS, MS Office suite

Can join immediately.