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| **USMAN** | [**Usman.347538@2freemail.com**](mailto:Usman.347538@2freemail.com) | | | |
| **Profile Summary** | | | | |
| * A result oriented HR professional with over 5 years of experience in Payroll functions & Facility Admin. * 3 years of Experience in Inventory control & Customer service. * Experience with multinational companies. * Resourceful in completing projects & efficient in multi tasking. * An effective communicator with strong analytical & organizational abilities. * Bachelor of Business administration in Marketing & Finance. | | | | |
|  | | **Core Competencies** |  | |
| * ***Employee relations*** * ***Team Player*** * ***Interview scheduling*** * ***Leadership*** | | * ***Excellent Communications Skills*** * ***Reports preparation*** * ***HR Administration*** | | * ***Confidential Records Management*** * ***Policies & Procedures Manuals*** |

* Excellent knowledge of Payroll management & implementation of HR system to meet strategic objectives.
* Committed to achieve required outcomes while maintaining honesty and reliability.
* Highly motivated and career oriented individual.
* Expert in interdepartmental liaison and coordination.
* Adaptability, proactive, fast learner and team player.
* Proficient in handling all HR related activities.

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|  | **Professional Experiences** |  |

* **Specialist Services LLC Dubai** (1st May 2011 – till date)

HR Executive, Facility Administrator.

* **Al Yusuf Motors - Bee Design Dubai** (29th October 2008 – 2nd April 2011)

Inventory Controller.

* **Roads and Transport Authority – SALIK Dubai** (26th June 2007– 26th Feb 2008)

Customer Service Representative.

**Job Responsibilities: HR Executive**

* Managing complete payroll lifecycle, reconciliation of earnings, deductions, including claims, offshore allowance etc.
* Ensure payroll processing & payments on time & generating pay slips.
* Reconciliation of payroll for accounts. Journal voucher (payroll) for finance.
* Off cycle payroll (leave payment, HRA etc), Final account & clearance.
* Monthly time reports for payroll (absenteeism, leave, off boarding etc.)
* Provide reports to the management with regards to the payroll.
* Ensuring prompt resolution of employee grievances/compensation (leave pays & final due settlements) to maintain cordial management employee relations.
* Coordinating the formulation & implementation of increment & Computation of yearly bonus of employees.
* Driving appraisal process across the levels & establishing framework for substantiating performance appraisal system linked to reward management.
* Maintain employee database on excel & ensure the availability of updated information.
* Creating new employee account in PMS.
* Opening Bank A/c’s for all new joined employees.
* Close supervision on timekeepers for the correct time entry in TAS for staff & workers.
* Induction for new joining staff and workers.
* Applying New/Renewal residency visa through EDNRD.
* Arranging visa Medical & Emirates ID.
* Visa processing & visa cancellation.
* Arranging occupational health cards for workers.
* Prepare HR letters such as (Salary Certificate, transfer letter etc.)
* Coordinate with the travel agents to get the best fare quotation for air ticket booking for the staff and workers going for annual leave or end of service.
* Employee counseling (conducting exit Interviews) to reduce the attrition rate.
* Getting approvals for medical procedures & Ensuring coverage of claims, guiding staff for correct useage of claim forms, approval papers. Explaining coverage of medical benefits to Employees/patients when required.
* Coordinating with insurance company for obtaining information on new policies and their coverage. & providing Insurance card to new Employees.
* Assisting invoicing department in insurance processing and billing.
* Recruit using different modes like online job portals, networking and references to fill open positions efficiently.
* Organizing and coordinating recruitment drives – both staff and worker category through consultancies and independently.
* Create job descriptions in close co-ordination with department head and HR Manager and plan for selection of various categories after discussing recruiting strategies with department heads.
* Screening profiles, meeting and validating candidates, scheduling interviews with Line Managers and timely follow-ups to ensure positions are closed with the right candidate at the right time.
* Handhold new recruits through the complete on boarding process like joining formalities, submission of documents, orientation, relocation and induction to ensure they are settled in the company.
* Arranging Security Passes (CICPA) Offshore / Onshore
* Typing Security Pass / Optima card application.
* Arrange and coordinate Offshore / Onshore medical & Trainings.
* Preparation of ADMA / ZADCO Optima / Travel Cards
* Organize Safety / HSE Induction ADMA & ZADCO

**Job Responsibilities: Facility Administrator:**

* Identify new office space, staff & workers accommodation and finalization of lease agreement within budgets after negotiation.
* Renew existing office contracts and workers accommodation lease agreements.
* Maintain office drawings, design and layouts; allocate office space and parking spaces for employees and clients.
* Liaise with Municipality, DEWA, SEWA, HFZ, JAFZA, TECOM and other government departments.
* Maintain asset register, verification and tracking of the same.
* Managing labor camps and its day to day activities such as catering, laundry, cleaning, maintenance and employee recreational activities.
* Schedule preventative maintenance; respond to urgent maintenance calls of offices & facilities.
* Review furniture needs and keep the office supply and kitchen areas stocked.
* Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, pest control, housekeeping, etc.
* Camp auditing to ensure proper functioning of the employee’s camp.

**Significant Achievements/Initiatives:**

* Has been awarded with “**What Outstanding Work- (WOW Award)**” in July 2015 for saving up to AED 300K annually for the company by successfully renewing Medical Insurance policy.
* Rated as “Very Good” in the performance appraisal for the business year 2013–2014, 2014-2015 & Excellent for year 2015-2016.
* Involved in shifting of office & camps from Tecom & Al Qouz to Jebel Ali.

**Job Responsibilities: Other**

* Maintain acceptable and accurate inventory levels. Report shortages, overages and all inventory levels monthly for replenishment.
* Classify, label and warehouse all inventories for future use.
* Keep accurate records of inventory levels and location for easy retrieval.
* Assist in the receiving and shipping department in logging all incoming inventory purchases.
* Complete physical inventory counts as required by [company](http://www.ehow.com/about_5494754_inventory-control-job-description-duties.html##) policy.
* Provide customer service support to the sales staff.
* Deal directly with customers either by telephone, electronically or face to face & respond promptly to customer inquiries
* Obtain and evaluate all relevant information to handle inquiries and complaints.
* Direct requests and unresolved issues to the designated resource
* Record details of actions taken. Identify and resolve customer issues.
* Follow up on clients queries, and coordinate all concerned departments for fulfilling clients requirements
* Data encoding, input, scanning and transcribing of all computer related information of the company.

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|  | **Qualification /** IT SKILLS |  |

**Educational Qualifications**

* **Bachelor of Business Administration (BBA – Marketing & Finance),** Preston University, Ajman, UAE **2013.**
* AutoCAD
* Fully conversant with Windows XP, Vista, 7. Ms-Office, Word, Excel, PowerPoint, Outlook Express & Access to E-mail & Internet.

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|  | **Trainings attended** |  |

* Self & Time Management
* Email & Telephone Etiquette

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|  | **Personal Info** |  |

Date of Birth : 17th June, 1988.

Nationality : Pakistani

Marital Status :     Single

Languages : English, Urdu, Hindi & Pashtu

Visa Status : Employment Visa

Driving License : UAE Driving License for Light Vehicles

Notice Period : 30 days