**26 years | Marital Status: Single | Pakistani | Address: Dubai, UAE.**





Contact HR Consultant for CV No: 2093040

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

 Overview

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| **Academic \ Professional Qualification** | **Institution** | **Year** |
| MBA - Human Resource | Iqra, Karachi | 2015 |
| Bachelor in Commerce  | University Of Karachi | 2011 |
| **Career History** | **Position** | **Period** |
| Deloitte – Deloitte Yousuf Adil  | HR Coordinator | Jan 2014 – Nov 2016 |
| Junaidy Shoaib Asad - Morison International  | Recruitment Executive | Jun 2013 – Dec 2013 |

 Experience Summary (3.5 Years)

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| --- | --- | --- | --- |
| **Exposure** | **Details** | **Deloitte** | **JSA** |
| Recruitment & Selection | Advertising, Short listing, Interviewing, Selecting, Joining. | ✓ | ✓ |
| Policy / procedures | Developed \ Amended Policies and procedures | ✓ | ✓ |
| Compensation & Benefit | Payroll, Salary setting \ Survey, Medical | ✓ | ✓ |
| Performance Management | Manage: Performance Management Cycle  | ✓ |  |
| Trainings | TNA, Facilitate  | ✓ | ✓ |
| Emp. Relations | Grievance management and catering to HR related requests | ✓ | ✓ |
| Ethics | Ethics Coordinator | ✓ |  |
| Grievances | Handling grievances, dealing with resistance | ✓ | ✓ |
| Staff Posting | Resource allocation, Mobility assignment\Secondment  | ✓ |  |

 Profile

|  |  |  |
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| **Knowledge** | **Skills** | **Abilities** |
| * UAE labor law.

**Deloitte Certifications:*** Human Resource Development: Regulations and Organizational Development.
* Human Resource Development: Performance Appraisal and Talent Management.
* Compensation and Benefits: Managing Policies, Programs, and Activities.
* Workforce Planning and Employment: Sourcing and Selecting Candidates.
* Workforce Planning and Employment: Recruitment Strategies.
* Introduction to SAP for Human Capital Practitioners
* Management Empowered by SAP ERP Human Capital Management
 | Communication**English, Urdu:** Excellent* HR Expertise
* Critical Analysis
* Ethical practice
* Interpersonal
* Leadership
* Consultation
* Excel
* Presentation
* Documentation
 | * Mange healthy relation with colleagues & clients.
* Positive attitude towards work and proficiency.
* Handle multiple assignments.
* Taking advice when necessary.

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| **Achievements and Activities** |
| * Worked as a volunteer to organized events in IQRA University as a team member.
* Conduct project on Change & Innovation seminar on behalf of Iqra University (certificate awarded)
* Prepared Performance Management Policy of an audit firm.
* Prepared and conduct training programs.
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