**Fatima**

**Fatima.363652@2freemail.com**

**Career Objective**

To get associated with a progressively managed organization where talent, employee commitment and productivity will be valued. On my side, I would contribute through experience and knowledge of the HR Management.

**Education**

**Bachelors in Business Administration (Virtual University) – Lahore, Pakistan (2013 - 2016)**

**ISO Certificate for awareness training and internal auditor (ISO 9001:2008)**

**Attended CIPD Workshop (HR professionalise) (2016)**

***EXPERIENCE***

***Al Ain Consulting Engineers – Abu Dhabi***

***HR* *Assistant*** *(April 2015 till now)*

*Key Responsibilities:*

* Implement HR policies, practices, and procedures, and ensure compliance with legal laws and/or regulations as regards recruitment
* Assist in the drafting of job advertisements for vacant jobs, screening applications, shortlisting and interviewing and selecting candidates
* Assist in reviewing departmental recruitment requests to ensure all recruitments are conducted against the organization’s staff establishment.
* Handling insurance card procedures and dealing with other related work like claims, updates, renewals etc.
* Maintain up to date and accurate staff records and filing system.
* Welcomes new employees to the organization by conducting orientation.
* Submits employee data reports by assembling, preparing, and analysing data.
* Maintains employee information by entering and updating employment and status-change data.
* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative support to Human Resources managers
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
* Coordinate HR projects (meetings, training, surveys etc.) and take minutes
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data.
* Preparing and maintaining data and records as ISO 9001:2008 requirements.

***Al Ain Consulting Engineers – Abu Dhabi***

***Document Controller*** (Feb 2015 – April 2015)

*Key Responsibilities:*

* Responsible for receiving, circulating and recording all incoming and outgoing faxes, emails and hand deliveries
* Ensure quality formats being used adequately for correspondences, submittals, transmittals to clients, consultants, and subcontractors and within divisions and departments
* Bring up quality forms, checklists as and when needed
* Maintain documentation for projects under taken by Contracting Division making in use the project numbering system for easy traceability and proper filing (soft and hard copy)
* Ensures proper document classification, sorting, filing and proper archiving as per Estidama requirements.
* Reviews completeness of documentation and prepares document transmittals.
* Understand, fill and control Estidama submittal template.
* Performs other related duties as required and assigned by superior/manager

**Computer Proficiency**

***Microsoft Office (Word, Excel Sheet, Power Point, Access)***

**Pay Roll and HR Software**

**References**

References can be provided on demand.