**ZAHEER**



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**SUMMARY PROFILE:**

**An HR Professional with superb experience in Human Resources &Administration. A team player, multi – cultural and diversified professional. Under general supervision, performs a variety of technical and administrative duties related to Personnel Functions which includes documentation, coordinates activities, supervision of personnel files, prepare memorandum, employees’ certificates and monthly attendance sheet. A team player and multi tasks simultaneously.**

**EXPERIENCE:**

**HR& Operations Executive, Sawaeed Employment LLC. Abu Dhabi, UAE September 2013 - Present**

* Focal point for transactions of Workers Cancellations, Terminations, Vacation Leaves, Emergency Leave, Vacation Payment and Final Settlement.
* Provide extensive administrative and clerical support to the human resources and administration duties including managing employee information, filing, data entry, proper coordination within departments and ensuring that team members follow rules and regulations in accordance to the established company’s policies and procedures.
* Assists with the day to day administrative operations of the Human Resources functions & duties.
* Assists HR Team in keeping track of the employee information.
* Performs administrative and office support activities for multiple supervisors such as fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
* Extensive software skills are required, as well as Internet research abilities and strong communication skills.
* Briefing workers regarding site assignments, Site specifications, do and undo’s at site & camp etc. by acknowledge by the workers in the briefing check listed signed.
* Organizing, Briefing, arranging workers for ADCO/ADGAS/ADMA Medical tests, third party training and certification etc.
* Following up for Form B’s & Form’ Form C’s and assure these documents are returned by respective site management within stipulated time as per ISO process flow.
* Filling up all relevant documents pertaining to Mobilizations & Demobilizations as per ISO process flow.
* Before Mobilization, assuring workers are not in possession with restricted items such as knifes and sharp tools, Camera Mobiles, Flash Drives and IT Hardware’s which is restricted by CNIA Authority.
* Handles up to date filing.
* Arranges job description as per existing standard format / documents available in the shared folder.
* Obtains the entire required signature for the job description i.e. Human Resource and Operations Manager.
* Prepares and arranges all the required forms for new joiners
* In-charge and handles the attendance entry in ERP system and does the closing daily basis.
* Receiving attendance related supporting documents
* Taking approval from Human Resource and Operations Manager for all attendance related documents
* Scanning the approved attendance related supporting documents.
* Updating / Editing in ERP system the attendance with attachment supporting documents.
* Posting attendance details in ERP on a daily basis.
* Coordinating with IT on attendance details in ERP system as applicable.
* Handles the attendance generation in every cut off as per ERP system entries.
* Coordinates with IT / SHRO / HR&OM whoever applicable in cases of discrepancy for attendance details of employees.
* Receives supporting documents for attendance entries as mentioned below for all head office employees and obtains Human Resource and Operations Manager, accordingly update and enter the details in ERP system.
* Leave Request – for annual leave (paid or unpaid)
* Daily Time Attendance Report form – (for personal works excused hours, time in / time out missing entries, meeting out / in supporting documents)
* Prepares all types of HR Related documents required by employees as follows and obtains approval from the Human Resource and Operations Manager:
* Salary Certificate
* Salary Transfer Letters
* No Objection Letter
* GOP (for medical cases)
* Employment Certificate
* Others letters wherever applicable.
* Regular coordination with the immediate head/colleagues in terms of handling and tackling all HR related issues as per scope of responsibility.
* Coordination and communication with the relevant departments as applicable.
* Follow the implementation of operational policies, procedures and controls covering the required assignment as an HR Coordinator in HR Department

**LEADERSHIP (Personal Qualifications).**

**•** Proactive Leader – works well without close supervision and demonstrates initiative.

• Works well as a member team.

• Strong Communication abilities, able to collaborate and be a Team Player.

• Values Community. Brings a spirit of enthusiasm and energy and multi-cultural awareness.

• Demonstrates core values of respect for the Individual, Community Focus, Integrity, Excellence, and commitment to learning.

• Possess good communication skills (writing, Spelling, Listening, and Speaking).

• Dresses and maintain self in a professional manner.

**PLANING (Skills).**

**•** Demonstrates knowledge and good judgment in matters of college policy and procedures.

• Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes.

• Exercise effective multi-tasking and time management techniques.

**Management (Knowledge)**

• Follows through to completion task of assigned tasks.

• Utilizes good management techniques.

• Possesses problem solving and decision making abilities.

• Fiscal management skills.

• Proficiency in Computer Applications – Demonstrate proficiency in word processing, spreadsheet, and data basses.

• Demonstrate knowledge and good judgment in matters of college policy and procedures.

**IT COORDINATOR, University of Pakistan, Pakistan January 2009 – December 2009**

* **Coordinates with IT Officer for any need of trouble shooting.**
* **Multi-media software installation.**

**STORE KEEPER, Star Fabrics’ Industries in Faisalabad Pakistan January 2010—January 2012**

**KEY DUTIES AND RESPONSIBILITIES:**

* Receives and inspects all incoming materials and reconciles with purchase orders; processes and

Distributes documentation with purchase orders; reports, documents and tracks damages and

Discrepancies on orders received.

* Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise;

maintains records of all deliveries.

* Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff
* Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at

auction.

* Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
* Ships canceled and damaged items back to vendors as appropriate.
* Delivers and sets up furniture for various campus events as requested.
* Handles and documents storage and transportation of hazardous materials.
* Maintains the warehouse, records area and stores area in a neat and orderly manner.

Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.

**ABILITY TO:**

Perform general storekeeping and warehouse duties; maintain accurate manual and computer records;

Perform physical labor; understand and carry out oral and written instructions; drive a forklift; maintain

Cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials;

Basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading,

Freight tags, and the use and meaning of each; computerized warehouse record keeping systems.

**Customer Service Assistant: Telenor Franchise Lahore Pakistan January 2007 – December 2008**

**Job Purpose;**

In a few short sentences describe the main purpose of this job. This is a part-time position responsible for providing front-line customer service to ratepayers, responding to general public inquiries and requests for assistance in-person, by telephone, facsimile, or email and makes referrals to the appropriate Department as necessary. This position provides back up support to the Administrative Assistant.

**KEY DUTIES AND RESPONSIBILITIES:**

Provide broad range of service to ratepayers answering inquires by in-person, telephone, email, facsimile etc. including primary provision in problem/complain resolution for customers as front-line role

* Take payments, process billing and issue receipts
* Provide administrative support to internal staff
* Respond to inquiries in a timely, pleasant and professional manner
* Enter invoices into computer system
* Collect and process mail distribution for the organization
* File correspondence, reports and letters for the Department
* Perform special projects as requested
* Other duties as assigned

**KNOWLEDGE OF:**

* Ability to work in a confidential environment
* Excellent interpersonal communication skills
* Demonstrated time-management skills with ability to prioritize demands and meet customer service standards, deadlines and maintain confidentiality
* Knowledge of Computer Information Systems including Microsoft Office, Social Media, Finance – Great Plains etc.

**EDUCATION:**

**Bachelor Degree in Arts**

**Diploma in Associate Engineering Diploma**, 2010

Pakistan Institute in Technology

Sialkot, Pakistan

**PERSONAL INFORMATION:**

Date of Birth: 02-11-1991

Nationality: Pakistani

Marital Status: Single

Religion: Islam

Languages: English, Hindi, Urdu, Punjabi

UAE driving License Holder