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| **9553.jpgNAJEEB**  **PRO & HR COORDINATOR**  **Email:** [**najeeb-392103@2freemail.com**](mailto:najeeb-392103@2freemail.com) |

Objective:

Dedicated and professional individual with extensive experience working in PRO& Human Resources. Nearly 06 years of working experience in management human resources and as PRO in office environment. I am keen to develop my career further and keen to learn as much as I can to be beneficial to my employer and for the future of my career. I have good communication skills and excellent commitment to efficiency. Prioritizes organization to complete administrative tasks successfully and efficiently.

Experience:

* **Delta Food Industries (FZC) Sharjah, UAE,**

Jan-2017 to Mar-2019

Department: PRO &HR Coordinator

Responsibilities:

* All PRO job work such as new Visa, visa renewals, Absconding, Visa cancellations, medical, visa status change, Immigration Work, Follow-up of Passport/Visa Expiries,
* Company immigration card , Trade license and civil defense certificate renewal and No Objection Certificates if required and renewal of Mulkia
* Coordinate with logistics team for Chamber of commerce certificate renewal
* If required supporting with logistics team with customs work
* Processing family visas for directors and as well foreign visas for management
* Looking camp facilities and arranging rooms for labors & coordinating with SAIF Zone security as well license, and CIS department.
* Assisting and performing all other work concern with PRO such as Police department, Airport Immigration, Traffic Department, hospital required emergency,
* Assisting Manager HR and handle all the day to day HR activities.
* Maintaining employee personnel files to ensure legal compliance.
* Update and manage temporary worker file, probation tracker and bring forward. Manage temporary worker extensions and conversions to permanent status and updating MIS on daily basis with all necessary record
* Enhances visibility of the HR department by implementing established best practices and developing strong working relationships with employees
* Coordinating new hire paperwork, and new hire orientation meetings.
* Preparing Warning letters and Terminations & full & final settlements.
* Manage advance / loan, vacation applications and get the approval from the directors to arrange air tickets and settlements.
* Assisting Manager HR to Reviewing, screening, maintaining resumes.
* Preparing offer & benefit packets and other employee related information
* Assisting in preparation of special events such as year end celebration and other office or company gatherings.
* prepare salaries / payroll & look after the attendance
* represented the department and took complete responsibility, in the absence of higher HR management
* Coordinate with catering regarding food quality, quantity & etc...
* Assisting with additional projects, as assigned
* **Creative Clothing Company (FZC) Sharjah, UAE,**

Jan-2014 to Dec-2016

Department: PRO &HR Coordinator

Responsibilities:

* All PRO job work such as new Visa, visa renewals, Absconding, Visa cancellations, medical, Immigration Work, Passport/Visa Expiries,
* Company immigration card , Trade license renewal and No Objection Certificates if required and renewal of Mulkia
* Processing family visas for directors and as well foreign visas for management
* Looking camp facilities and arranging rooms for labors & coordinating with SAIF Zone security as well license, and CIS department.
* Coordinating with custom representative
* Preparation of customs clearance documentation
* Arrangement of new employees (Air Port pickup, their beds and food)
* Assisting and performing all other work concern with PRO such as Police department, Airport Immigration, Traffic Department, hospital required emergency,
* Look after and handle day to day HR activities.
* Operating time attendance software
* Look after and responsible the all Social Compliance Audit activities / record such as salaries, health safety & environment, worker welfare committee, incident & accident record, waste management record, safety equipment’s checklists, internal audits record, etc..
* Maintaining employee personnel files to ensure legal compliance.
* Prepare salaries / payroll
* Preparing Terminations & full & final settlements,Warning letters,
* Coordinating with department Incharges & supervisor regarding company system as per the requirements of Compliance / Auditing Principle in accordance with the company policies and procedures.
* Manage training record and arrange to provide to all relevant employees from third-party approved by government, like Firefighting, first aid, Fire drill, awareness, Uses of PPE
* **Saz International Karachi, Pakistan,**

**(Exporter of knitwear & Readymade Garment)**

**(Wal-Mart, WRAP & C-TPAT Certified)**

Mar-2011 to Dec-2013

Department: Compliance Coordinator

Responsibilities:

* Responsible to maintain& prepare all record related to employees like personal files, salaries, leave record, attendance record, termination, warning, settlements, etc.
* Manage to establish, implement & maintain the system at company as per the requirements company policies and procedures.
* Responsible to control all document and records. To incorporate changes to laws and regulations in procedures and to distribute and to distribute them to all concern personnel.
* Responsible to provide training to all relevant employees.
* The practice of effectively prohibiting involuntary or forced labor in the organization.
* Training on all form of discrimination, and actions to be taken.

Qualification:

* **B. Com** Karachi University, Karachi

**(In progress)**

* **I.Com (12th)** Karachi Board of Intermediate

**(2009)**

* **Matriculation (10th)** Govt. Boys Sec. School, Karachi

**(2005)**

Professional Skills:

* Languages: ENGLISH, URDU, PUNJABI, SARAIKI (Mother Tongue)
* Knowledge of Computer Hardware.
* MS-Office, Windows-XP.
* Internet, Email, Browsing etc.
* Finger Tec TCMS Software (Attendance Recording)
* Total HR Solution Software (Salary, Attendance, Personal files)
* Inpage Urdu Software
* Merchandising and Marketing Certificate Course (Sep-2010 to Dec-2010)

(PRGTTI) 4 Month Duration

* Internship at ACE Sourcing (Jan-2011 to Feb-2011)

(Consulting Body of WRAP & Other compliance Standers)

Involved in social compliance Consulting Projects.

Social compliance related work / Audits.

Personal Detail:

**Father’s Name:** Muhammad Hussain

**Date of Birth:** 05-Jun-1989

**Marital Status:** Married

**Driving License:** Valid UAE driving License

**Interest:**

* News paper reading
* Sports activities