# ALI

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***CAREER HIGHLIGHTS & KEY STRENGTHS***

* Fifteen years’ of experience in the fields of HR, Administration & Accounts in Multinational Oil & Gas Companies.
* Extensive knowledge in Human Resource domain and Administration.
* A company oriented professional with experience in recruiting, staffing, retrenching people.
* Long experience of managing, monitoring and supervising the internal controls ranging from administration areas to financial fields.
* Proficient in giving valuable decision and taking the feedback from the employees.
* Expert in taking the order from the seniors and giving the valuable suggestions.
* The major areas of expertise including Human Resource, Administration, Training, Liaison and Accounts

# PROFESSIONAL QUALIFICATION

**MBA in Human Resource Management**

(Preston University, Islamabad)

# PROFESSIOAL EXPERIENCE

**February 2013 to March 2018**

**Deputy Manager Admin & HR**

The company is an Oil & Gas EPCC Company, with its Natural Gas Processing facility in Shikarpur district of Sindh, Pakistan

# Duties and Responsibilities:

* + Maintains the work structure by updating job requirements and job descriptions for all positions.
  + Maintains organization staff by establishing a recruiting, testing, and interviewing program, counseling managers on candidate selection, conducting and analyzing exit interviews, recommending changes.
  + Prepares employees for assignments by establishing and conducting orientation and training programs.
  + Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management
  + Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
  + Administering payroll and other remuneration issues
  + Completes human resource operational requirements by scheduling and assigning employees, following up on work results.
  + Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results
  + Oversee all financial and administrative matters by ensuring effective financial and administrative controls
  + Coordinate with Exit staff for the completion of exit documents.
  + Liaison with government departments, corporate and banking institutions

# January 2000 to January 2013

**(A Subsidiary of American Energy Group, USA) Assistant Manager Admin, HR & Liaison**

The company is engaged in exploration and production activities in Pakistan.

# Duties and Responsibilities:

* + Assist Manager Admin & HR during Recruitment & Selection process and coordinate with candidates.
  + Maintain a consolidated HRIS database of all the employees
  + Arrange Training & Development sessions on the basis of Needs Assessment.
  + Grievance handling and patient hearing to the issues and problems of staff and manage & resolve conflicts.
  + Maintain and update leave database upon the collection of timesheets
  + Assist Manager Admin in Event Management i.e. workshops/trainings, travel arrangements.
  + Responsible for procurement of goods and services of good quality and price within the required time as per organizational policies and procedures.
  + Health/Life insurance & EOBI
  + Keep the assets register maintained in line with the organizational policies and procedures include maintenances of the inventory, disposal of assets.
  + Welfare and rehabilitation, Social services
  + Prepare Payroll each month
  + To ensure personnel Files are up-to-date and in accordance with the requirements of audit

# ACCOMPLISHMENTS & ACHIEVEMENTS

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* + From 2005 to onwards I have visited the concerned government departments and other institutions to resolve the issues and achieve the goal to run the company operations smoothly.
  + In 2015 when company operations closed, I reduced the administrative cost and manage the office with less man power to controlled the financial cost at their best minimum level
  + In my overall job tenure I always motivated the people to work with passion and affection in that I got efficient result to see their productivity level.
  + In view of my outstanding performance Hycarbex American Energy awarded me promotion and cash award after completing of excellent 10 years.

# PROFESSIONAL COURSES

* **“Becoming A More Effective Manager”**

(IFC, World Bank Group, Islamabad)

# “Continuing Professional Development”

(Informa, Dubai, UAE?

# “Conflict Management & its Resolution”

(NPO, Government of Pakistan, Islamabad)

# PROFESSIONAL COURSES

* **“Disaster Management”**

(Preston University, Islamabad)

# IT Advance Diploma in Computer Sciences

(STICS, Islamabad)

# OTHER SKILLS

* + Leadership Team Management / Team Work
  + Time Management Self Discipline, Self motivation
  + Trustworthy Negotiations
  + Decision making Performance & Productivity Improvement
  + Conflict Management

# PROJECT / RESEARCH WORK

Employee’s retention issues and Human Resource practices in oil and gas sector of Pakistan

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Current Location : DUBAI

Nationality : PAKISTAN Years of Experience : 15

Qualification : MBA

Visa Status : VISIT VISA Available to Joining : IMMEDIATE Visit Visa Expiry : 24-January-2020