

FAIZ

HEALTHCARE HR RECRUITER / HEALTHCARE PROFESSIONAL LICENSING OFFICER



Contact

Phone

+971 505657275

Email

faiz@2freemail.com

Visa

Employment Cancelled
Company Closed
Department

Personal Info

Nationality

Pakistani

Date of Birth

14 November 1997

Language

Urdu



English



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I am a committed and outcome-oriented HR Consultant with a solid track record of 3 years in human resources management. My expertise spans talent acquisition, employee relations, and workforce development within the healthcare sector. I am eager to leverage my skills to foster a high-performing and engaged healthcare workforce, all while ensuring strict adherence to HR regulations.

Experience

Medical Human Resource Consultancy

Apr 2022 - Present

Dubai, UAE.

HR Consultant

Recruiter Responsibilities:

- Collaborate with clients to ascertain hiring needs. Identify
- the most qualified candidates for the positions. Disseminate
- job postings across various platforms such as job sites, job portals, and LinkedIn.
- Scrutinize candidate applications in alignment with the job specifications.
- Conduct preliminary interviews, often via phone or Zoom. Curate
- a shortlist of top-tier candidates for further consideration.
- Facilitate the submission of applications to clients and coordinate interview schedules.
- Oversee the onboarding process for selected candidates.

Healthcare Professional Licensing Officer Responsibilities:

- Evaluate applications in accordance with the Professional Qualification Requirements (PQR) set by DHA, DOH, and
- MOH. Gather and review applicants' documentation.
- Establish applicant accounts, prepare dataflow applications, schedule examinations, and procure eligibility
- letters. Facilitate the activation of licenses in collaboration with healthcare facilities.

Achievements:

- Successfully recruited over 150 nurses hailing from the Philippines, Pakistan, India, and Nepal for homecare & hospitals.
- Proficiently processed professional licenses with DHA, DOH, and MOH.

Demonstrated expertise in the renewal of professional licenses.

Expertise

- Problem Solving.
- Adaptability.
- Collaboration.
- Strong Work Ethic.
- Time Management.
- Critical Thinking.
- Self-Confidence.
- Handling Pressure.

Professional Qualification

2016

Pakistan Safety Institute

Diploma Health & Safety

2017

Pakistan Safety Institute

Certification IOSH

2018

Hafiz Sweets

Course Fast food Chef

Reference

Anup Bhatia

Managing Director

First Impression

Management Consultancy

+971 50 4753686

contact@fimcuae.com

Blue Bar & Restaurant

Jan-2021 to March-2022

North Cyprus.

HR Coordinator

Recruiter Responsibilities:

- ☐ Collaborate with restaurant management to determine staffing needs.
- ☐ Post job openings on various platforms and manage recruitment advertisements.
- ☐ Review and screen resumes and applications to identify potential candidates.
- ☐ Schedule and conduct initial interviews for restaurant staff positions.
- ☐ Coordinate interview schedules and communicate with candidates.
- ☐ Verify candidate references and employment history.
- ☐ Assist in the on boarding process for new restaurant hires.
- ☐ Maintain recruitment records and ensure compliance with employment regulations.
- ☐ Provide administrative support to the restaurant's hiring process.
- ☐ Assist in creating and updating job descriptions and recruitment materials.

Academic Education

2012 - 2014

Board of Secondary Education Karachi

Matric Science

2014-2016

Faran Institute of Technology

Certification Civil Engineering

2017-2019

Allama Iqbal Open University

12th Grade Faculty of Arts

2023

Oxford Home Study Center

Certification in Human Resource Management