Rahim

Citizen of: Pakistan

Visa Type: Employment

Email: rahim.125941@2freemail.com Driving License: UAE

**Objective**

A challenging role with an established organization

**Summary**

* 10 years of HR experience with Marriott, Rotana, and JA Resorts & Hotels
* Overall 18 years of HR experience, and expertise in all HR functions/responsibilities in the UAE market
* Experience with major HR packages and computer environments including HRIS and Oracle
* Responsible for HR planning and budgeting, recruitment, induction, orientation, administration and leave management, disciplinary procedures, visa processing/renewals, retention and motivation, performance appraisals, exit interviews

**AREA OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| Talent Acquisition  | Compensations & Benefits Administration | Training & Development |
| Performance Management | Employee Relations & Counseling  | IR/Labor Handling |
| Succession Planning  | Policies & Procedures Development | Manpower Budgeting |
| Employee Mapping  | Change & Restructuring  | Administration |
| Oracle ERP | HRIS | MS Office  |

**Experience**

Jan 2016 – to date Rain bow Gulf Solutions Dubai, UAE

** Business Development Manager**

* Handling Digital Media Marketing activities

Feb 2015 – Nov 2015 Al Waseet Services Dubai, UAE

**Marketing Manager**

* Handling all Marketing related activities

Apr 2013 – Dec 2014 Meridian Global International Dubai, UAE

**Sales Executive**

* Handling all Sales related activities

May 2012 – Dec 2012 JA Resorts &Hotels Dubai, UAE

**Corporate HR Officer**

* Handled employees relations, HR administration, leave management, increments, promotions, transfers, Insurance, Air tickets, employees data updates, employee orientation
* Conducted Interviews, screened resumes, grievances, exit interviews, performance appraisals
* Organized sports events, staff functions

Feb 2011 – Apr 2012 Whitemoon Trading Dubai, UAE

**HR Officer (Acting Manager)**

* Managed recruitment, compensation & benefits, performance appraisals,

job descriptions, HR policies

* Conducted Interviews, grievances, exit interviews, counselling, and employees welfare

Aug 2008 – Dec 2010 Amwaj Rotana (pre-opening) Dubai, UAE

**HR Officer**

* Assisted overall operation of HR Department, HR budget, induction process, exit interviews, employee database, HR periodic reports, job descriptions, training sessions, and development
* Assisted in recruitment, screened resumes, interviewed, maintained Rotana’s career website
* Worked on visa processing/renewals, food handler medicals, health cards, pre-employment medicals
* Prepared monthly reports of visa reconciliation and passport inventory
* Assisted employees welfare committee in planning and organizing sports, social and welfare activities
* Encouraged professional standards of employee conduct and coordinated disciplinary procedures
* Monitored the employee cafeteria for the quality, variety and nutritious value of the food served
* Maintained up-to-date records of all contracts, leases, licenses, cafeteria, pest control treatment
* Ensured all assets were well maintained, submitted the Accommodation Occupancy Report as planned

Mar 2003 – Aug 2008 Karachi Marriott Hotel Karachi, Pakistan

**HR Officer**

* Handled recruitment, compensation & benefits, performance appraisals,

policies and procedures, job descriptions

* Conducted Interviews, grievances, exit interviews, counselling, employees welfare
* Assisted overall operation of HR Department, HR budget, induction process, exit interviews, employee database, HR periodic reports, job description, training and development
* Handled employee relations, HR administration, leave management, increments, promotions, transfers, Insurance, employee data updates, andemployee orientation

 Organized sports events and staff functions

Apr 1995 – Feb 2003 B.S. Trading,part of ASAHI Group Karachi, Pakistan

**HR & Admin Officer**

* Assisted overall operation of HR Department, HR budget, induction process, exit interviews, employee database, HR periodic reports, job description, training sessions, and development
* Learned and then directly executed leave management, increments, promotions, Insurance, employee data updates, employee orientation, and other HR administration activities

**Education**

2005 – 2007 Karachi University Karachi, Pakistan

**Bachelor’s in International Relations**

**Training**

* Managing Employee Development 2009
* Business Conduct and Engagement 2008
* Human Resource Management: Concept and Practices 2005
* Fire Fighting and First Aid 2004

**References**

Available upon request