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**SUMMARY**

***Dedicated human resource professional focused on developing efficient process using knowledge of recruiting, employee relation, training and development. highly efficient and well established in administrative environments that are fast paced and challenging. Currently Possessing Masters degree in Human resource management along with 7 years of local and international experience.***

**CONTACT**

EMAIL

Faiza.205659@2freemail.com

**AREAS OF EXPERTISE**

HR processes & systems Business Administration Employee Relationship

Staff Recruitment & Retention Employment/visit Visa Processing Document management Pre-screening Short-listing Payroll

Benefits / Payroll Administration ProgramFree& EventtemplateManagement

HRMSreleasedDatabaseAdministrationby Employee Counseling TrainingShoweet&Development.com

Disciplinary Procedures Confidential Record Keeping

**FAIZA**



***EXPERIENCED IN HUMAN RESOURCE MANAGEMENT \ ADMINISTRATION COORDINATION***

**WORK EXPERIENCES**

|  |  |  |
| --- | --- | --- |
| **BUILD MAX GENERAL TRADING LLC.** | ***sep 2016- present*** |  |
|  |  |

***HR Admin***

* Coordinates in the staff recruitment process
* **P**rovides job candidates by screening, interviewing, andtesting applicants; notifying.
* Ensure that accurate job descriptions are in place
* Maintain the employee’s database accurately.
* **P**repare the offer letter for selected candidates.
* **A**rrange Air ticket & pick up & Accommodation facilities forthe new staff.
* **P**reparation & drafting of agreements and other relevantdocuments.
* **P**rocessed all new-hire, benefits, leave, termination, andpayroll paperwork
* **M**aintains human resources records by recording new hires,transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick leave. **F**ile creation and initial procedure for new staff ( training, food, uniform)
* **M**aintain monthly attendance and prepare Payroll foremployees every month.
* **A**rrangement for vehicle renewal and ensure that thevehicles documents files are updated.
* **P**repare leave salary as well as final settlement for the staff .
* Quarterly Performance appraisal.
* **H**andling grievance as well **E**xplain SOP's to Employees
* Make and Implement F & P.
* **O**rganize meeting schedules & maintain MOM
* **P**repare social media advertisement plans for each month.
* Implemented ISO certification and kaizen rule

**ASPIRE GULF INFORMATION TECHNOLOGY**

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| --- | --- | --- |
| **(Abu Dhabi)** |  |  |
| ***Coordinator*** | ***March,2014 to June, 2016*** |  |
|  |  |

* Completing all administrative tasks & updating records. Credit cards, payrolls.
* **I**nvolved in making payrolls and Creation of credit cards
* **P**ayroll uploading through database Documents controlling
* **E**nsuring that a customer’s problem is brought to asatisfactory conclusion
* **D**ealing with customer enquiries by telephone, email andletter’s
* **W**riting reports and business correspondence .**M**aking payrolland WPS for our clients. **A**ct as backup to the Customer Service Department, assisting customers over the telephone and in person as necessary. **I**nput new ATM and Debit Card records into the data based system. **O**rder new and replacement Debit Cards.

1/2

**INFORMATION**

Date of Birth: Oct, 31th, 1988

Place of Birth: Pakistan

Nationality: Pakistani

Present Resident in UAE Visa status: Employment

**EDUCATION**

* **Master in Business Administration HRM**

(FUUAST "Karachi, 2011to 2012

**Language**

* Urdu (Native)
* English (Fluent)
* Hindi

**Computer Skills**

* MS office

(Word, Excel, outlook, Power Point).

* Net working
* Software- Tally 9, Nimbous
* Video editor/ Photoshop.

**Hobby and Interest**

Languague

Photography/ Painting

Reading Books

Travelling

**TRAVELED**

**UAE** **PAKISTAN**

released by

**REFERENCES**

**FAIZA**



**WORLD MEMON FOUNDATION COMMUNITY CENTER TRUST HR Officer**

**Nov 2013-Feb2014**

* Coordinates in the staff recruitment process
* Ensure that accurate job descriptions are in place
* Provide advice and assistance with writing job descriptions
* Provide advice and assistance when conducting staff performance appraisals Identify training and development opportunities
* Organize staff training sessions, workshops and activities
* Process employee requests for outside training while complying with policies
* Provide basic counseling to staff who have performance related obstacle
* Provide advice and assistance in developing human resource plans
* Provide advice and assistance to supervisors on staff recruitment
* Prepare notices and advertisements for vacant staff positions.
* Schedule and organize interviews
* Conduct reference checks on possible candidates

|  |  |  |
| --- | --- | --- |
| ***Election Commission of Pakistan*** | ***2013*** |  |
|  |  |

* Assist in undertaking rapid training needs assessment for developing of election training program as master trainer according to need of Org.

**Certifications**

* E SOL
* SPECIALIZATION IN HUMAN RESOURCE MANAGEMENT
* CALL CENTER TRAINING

**INTERNSHIP**

✓ **Efu House Karachi,** **June-July 2012**

Performance Appraisal

✓ **State Bank of Pakistan Karachi,** **July-August 2013**

Develop strategic and financial plan for cost per hiring process

**Personal Skills**

* Report writing, data entry, presenter, Speaker, Training.
* Operation Management, able to work in a team or individual
* Good analysis and problem solving, good leadership and visionary, meet dealine and under pressure
* Focused, hardworking, Creative thinking, responsible, loyal, friendly

Available Upon Request 2/2