**TAUQIR**

**Email:** tauqir.345342@2freemail.com

**----HUMAN RESOURCE/IT PROFESSIONAL----**

* ***Recruitment & Talent Acquisition*** *•* ***HR Induction*** *•* ***Grievances Handling***

- Credibility backed by proven ability to adapt and work effectively within a variety of situations including changes in job demands; changing or competing priorities

* Ability to understand complex situations, tasks or problems, analyse them using a systematic approach and identify patterns and connections between situations that are not inherently obvious

***Industry Preferences:*** *IT, Human Resource and Administration*

***Location Preferences:*** *Any*

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|  | **Profile Overview** |  |

* Track record of establishing programs on continuous workforce development including setting priorities for improvement actions, integrating workforce development with process improvement and establishing a culture of excellence.
* Adept at maintaining healthy employee relations and handling employee grievances, thus creating an amicable & transparent environment, controlling attrition and building committed teams
* Possess sound knowledge of:

*-HR Management - Recruitment and Selection - Process Improvements*

*- On Boarding Process - Induction Program - Employee Engagement*

*- Performance Management - Relationship Management - Stay & Exit Interviews*

*- Compensation & Benefit - Annual Performance Reviews - Talent Acquisition*

* Passionate professional, keeping abreast of industry trends and market intelligence regarding hiring trends, market unrest and compensation challenges; undertaking performance planning and review process including coordination of the talent management systems and training to drive business results.
* Impressive career driven by a desire to be successful in all endeavours; an effective communicator with exceptional analytical and people skills with the ability to relate to people at any level of business and management

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|   | **Career Review** |  |

**Jun’2014 — Present** with Chaudhry Recruiting Agency OEP 0055/RWP Member Doria Holding Group as **Assistant HR Manager**

**Key Deliverables**

*Responsible for assisting in coordination and implementation of Human Resources services including: day-to-day management of benefit functions, recruitment, employee relations, systems management and many others.*

* **HR Generalist Functions:** Assisting in an array of tasks spanning recruitment coordination, new hire on-boarding, HR policy interpretation/application and ensuring mentors are assigned to all new joiners.
* **Employee Engagement & Welfare:** Working with seniors and assisting them in conducting professional induction to manage employee’s integration including pre-joining, day of joining & post joining. Handling staff grievances & assisting management in resolving them; analysing repeated grievances & suggesting corrective measures. Administering employee insurance and health and benefits program
* **Recruitment & Selection:** Understanding job requirements and managing full recruitment cycle to identify, source & shortlist candidates according to the same; conducting background checks & pre-employment check-up for selected candidates and follow-up till the date of joining. Conducting induction and orientation of new joiners, issuing appointment letters to duly selected staff and providing them with identity cards, uniforms, visiting cards and other facilities.
* **Training & Development:** Assisting in developing and utilizing procedures and formats for the design, revision, and evaluation of courses/training programs and materials; evaluating training material prepared by instructors, such as outlines, text, and hand-outs.Conducting specific training programs to help workers maintain or improve skills and competencies and organizing and developing & obtaining training procedure manuals and guides and course material hand-outs
* **Administration:** Maintaining and monitoring attendance to ensure employee punctuality and sending monthly attendance report to the senior. Overseeing general administration, facility management, and space allotment to new joiners. Updating personnel records such as Application Form for appointment duly filled in, Appointment Letter, Bi-annual Performance Appraisal, all memos/letters issued to staff regarding his/her job performance, warning or appreciation letters, increment letters etc., and Job Description
* **Process Improvement:** Participating in various meetings & assisting managers to improve employee morale. Providing backend support in closure of activities.
* **Liaison & Coordination:** Coordinating with Govt. Officials to maintain healthy relations and facilitate Regulatory/Legal compliances. Liaising with Heads for ratings; coordinating performance of team members to ensure process efficiency & meet individual & group targets.
* **Knowledge of UAE Labour Law :** Coordinating with Gulf Companies to maintain healthy relations and facilitate Regulatory/Legal compliances. Recruiting the quality manpower by keep updating with compliance of UAE Labour Laws.

**August 2015- December 2016 with JOBSARABIA ⏵Website Manager**

**Key Deliverables**

*Responsible for Maintaining Web environment by identifying system requirements; installing upgrades; monitoring system performance.*

* **Web System Specifications:** Established Web system specifications by analyzing access, information, and security requirements; designing system infrastructure.
* **Web System Planning:** Established Web system by planning and executing the selection, installation, configuration, and testing of server hardware, software, and operating and system management systems; defining system and operational policies and procedures.
* **Security:** Secures Web system by developing system access, monitoring, control, and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation.
* **Client Meeting:** Upgrades Web system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.
* **Financial Checkups;** Meets financial requirements by submitting information for budgets; monitoring expenses.
* **Job Updates:** Updates job knowledge by tracking emerging Internet technologies; participating in educational opportunities; maintaining personal networks; participating in professional organizations.
* **Rewards:** Accomplishing organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* **Administration:** Ensured compliance to the prescribed processes; maintaining all the documentation as per day to day activity as well as working with quality department to assure that all process are in control

**Sep’2011- Feb’2012 with Elance ⏵Freelancer**

**Key Deliverables**

* Conducted meetings with clients or employers to discuss requirements for the work
* Developed and agreed on a work schedule with your client or employer, to establish that the work will be completed to strict deadlines
* Ensured compliance to the prescribed processes; maintaining all the documentation as per day to day activity as well as working with quality department to assure that all process are in control

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|   | **Credentials**  |  |

**2014 Bachelor of Science in Information Technology** from University Of Gujrat

**2010 Class 12th** **from** Garrison Academy Kharian Cantt

***Academic Project***

**Platform**: NetBeans ||**Team Size:** 4

**Role in Brief:** In this project, responsible for controlling Server’s with SMS service via GSM Network.

***Technical knowledge set***

PHP web technologies, Java, C sharp, HTML, JavaScript, Network Installment, Software, Website and Graphics Designing, Software Development Life cycles, Abode Photoshop, ASP.net and JSP

**Date of Birth: November 12,1991**

**Linguistic Abilities: English,Urdu**