**26 years | Marital Status: Single | Pakistani | Address: Dubai, UAE.**





Contact HR Consultant for CV No: 2093040

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

Overview

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| --- | --- | --- |
| **Academic \ Professional Qualification** | **Institution** | **Year** |
| MBA - Human Resource | Iqra, Karachi | 2015 |
| Bachelor in Commerce | University Of Karachi | 2011 |
| **Career History** | **Position** | **Period** |
| Deloitte – Deloitte Yousuf Adil | HR Coordinator | Jan 2014 – Nov 2016 |
| Junaidy Shoaib Asad - Morison International | Recruitment Executive | Jun 2013 – Dec 2013 |

Experience Summary (3.5 Years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Exposure** | **Details** | **Deloitte** | **JSA** |
| Recruitment & Selection | Advertising, Short listing, Interviewing, Selecting, Joining. | ✓ | ✓ |
| Policy / procedures | Developed \ Amended Policies and procedures | ✓ | ✓ |
| Compensation & Benefit | Payroll, Salary setting \ Survey, Medical | ✓ | ✓ |
| Performance Management | Manage: Performance Management Cycle | ✓ |  |
| Trainings | TNA, Facilitate | ✓ | ✓ |
| Emp. Relations | Grievance management and catering to HR related requests | ✓ | ✓ |
| Ethics | Ethics Coordinator | ✓ |  |
| Grievances | Handling grievances, dealing with resistance | ✓ | ✓ |
| Staff Posting | Resource allocation, Mobility assignment\Secondment | ✓ |  |

Profile

|  |  |  |
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| **Knowledge** | **Skills** | **Abilities** |
| * UAE labor law.   **Deloitte Certifications:**   * Human Resource Development: Regulations and Organizational Development. * Human Resource Development: Performance Appraisal and Talent Management. * Compensation and Benefits: Managing Policies, Programs, and Activities. * Workforce Planning and Employment: Sourcing and Selecting Candidates. * Workforce Planning and Employment: Recruitment Strategies. * [Introduction to SAP for Human Capital Practitioners](javascript:void('offeringDetails')) * [Management Empowered by SAP ERP Human Capital Management](javascript:void('offeringDetails')) | Communication  **English, Urdu:** Excellent   * HR Expertise * Critical Analysis * Ethical practice * Interpersonal * Leadership * Consultation * Excel * Presentation * Documentation | * Mange healthy relation with colleagues & clients. * Positive attitude towards work and proficiency. * Handle multiple assignments. * Taking advice when necessary. |

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| **Achievements and Activities** |
| * Worked as a volunteer to organized events in IQRA University as a team member. * Conduct project on Change & Innovation seminar on behalf of Iqra University (certificate awarded) * Prepared Performance Management Policy of an audit firm. * Prepared and conduct training programs. |