Usman

Umm Al Quwain

United Arab Emirates

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**OBJECTIVE:**

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

**PROFESSIONAL ATTRIBUTES:**

Human Resource manager with practical understandings with business needs. Highly effective incorporating creative leadership skills to achieve business subjective. Direct project that improve efficiency while meeting deadlines and budget requirements.

Extensive background in HR department, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies and development.

**KEY SKILLS:**

* Extensive knowledge Labour Law of UAE because I am working in Ministry of Justice Umm Al Quwain as Receptionist and Security officer.
* Excellent knowledge and ability to make payroll weekly, fortnightly and monthly over 500 to 1000 Employees.
* Analyses wage and salary reports and data to determine competitive compensation plan.
* Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
* Develops and maintains a human resources system that meets top management information needs.
* Recruits, interviews, tests, and selects employees to fill vacant positions.
* Plans and conducts new employee orientation to foster positive attitude toward Company goals.
* Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
* Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety and health.
* Advises management in appropriate resolution of employee relations issues.
* Responds to inquiries regarding policies, procedures, and programs.
* Administers performance review program to ensure effectiveness, compliance, and equity within organization.
* Administers salary administration program to ensure compliance and equity within organization.
* Administers benefits programs such as life, health, pension plans, vacation, sick leave, leave of absence, and employee assistance.
* Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
* Prepares reports and recommends procedures to reduce absenteeism and turnover.
* Contracts with vendors to provide employee services, such as temporary employees, search firms, or relocation services.

**EDUCATIONAL HISTORY:**

* **Bachelor in Science From University of Punjab,Pakistan 2013**
* **MCSE (Microsoft Certified System of Engineering) NETS College Sialkot, Pakistan**

# EMPLOYMENT HISTORY:

**“Associate- HR Consultant” (December 2010 to August 2014)**

**Brothers Production Pvt Ltd| Sialkot, Punjab, Pakistan |**

**Reporting to the Senior HR Manager, My responsibilities were:**

1. Making all kind of documents and corresponding with customers and clients.
2. Arranging the payment of staff salaries through the computerised payroll system.
3. Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.
4. Calculating payroll from timesheets and general payroll administration. Ensuring all permanent & temporary staff is paid on time. Maintaining accurate records of sick/maternity/parental leave. Completion and submission of payroll year end.
5. To support and implement effective recommendations on the design and development of assigned Human Resource functional areas, encompassing various programs relating to compensation, benefits, resourcing, organizational effectiveness and/or employee development.
6. Prepare Job Descriptions; conduct Job Analysis & Evaluation to develop Pay Structures & Compensation Models.
7. Manage certain project phases and advise to my seniors in identifying potential areas of risk and exposure in their current HR processes and policies; work with seniors and assisting them to draft HR policies & Procedure manuals to ensure overall compliance at par with preset Organizational Goals.

**Miscellaneous:**

1. Other HR responsibilities included conducting preliminary interviews of candidates to various positions, maintenance of personnel files, employee history files.
2. Administration responsibilities included assisting the Administration Manager with budget calculations, preparation of management reports, issuing letters to Banks, Embassies and Government departments for Employees and Agents in the region.
3. Provide consultation to management on employee relations issues, and manage all disciplinary issues within the company. Manage all redundancy situations including calculations, financial guidance and communications to affected employees.
4. Management of Health and Safety for the entire site including risk assessments, audits and revisions of policy and procedures.

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| **Key Achievements:** * Developed a Procedure Manual on the implementation of the Competency Matrix; and as part of innovation- added value to the process by including relevant request forms, checklists to authenticate and validate the whole process.
* Awarded appreciation Letter from my company to work brilliantly during my tenure.
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**Note:**

 I have worked closely with more than 500 employees and my role was as Associate of HR consultant.

**Receptionist Cum Security Officer (September 06th 2014 to till date)**

 **Ministry of Justice, Umm Al Quwain, UAE**

**Reporting to Manager of Court, My Responsibilities are:**

1. Dealing and monitoring people who visit the court.
2. Guiding people to the concern person & Department.
3. Responsible the security of staff, public, property and information.
4. Attending inside/outside calls and guiding them towards proper way.
5. Patrolling whole premise within short interval for security checks.
6. Dealing difficult people with professionally and politely but firmly.
7. Providing good and excellent service to customers and client.

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| **Key Achievements:** * Awarded Appreciation Certificate from my company (Knights Bridge Global Security LLC).
* Awarded Appreciation Certificate from Ministry of Justice, Umm Al Quwain
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**COMPUTER LITERACY/ TECHNICAL EXPERTISE:**

 **Extensive knowledge of:**

* Microsoft Office (Word, Excel, Power Point & Outlook)
* Diploma Microsoft Certified System of Engineering (MCSE).
* Microsoft Windows Server 2000, 2003.
* Microsoft window XP, Window 7 and Window 8.1
* Wired and wireless networking skills.
* Desktop and server hardware and antivirus.
* Computer hardware and software installation & Troubleshooting.
* Excellent communication skills.
* Excellent typing speed in English.

**Languages:**

1. English (Speak, Write & Read)
2. Arabic (Good Working Knowledge)
3. Urdu (Native)

**Other personal details:**

* **Marital Status:** Single
* **Nationality:** Pakistani
* **Date of Birth:** 19 April, 1988
* **Visa Status:** Company/ Employment Visa
* **Availability:**  One Month Notice Period

**Declaration:**

 **I assure all the information given above is correct to the best of my knowledge and belief. If given a chance to serve I shall prove myself worth to the entire satisfaction of my superiors and the employees concerned**.

**References:**

 Will be furnished on demand.