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**TARIQ**

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**PROFESSIONAL SUMMARY**

Diligent and passionate HR and administration professional with over 8 years of experience in manufacturing and FMCG industry. Experienced and well organized with hands on experience in core HR competencies and functions. Sound knowledge of UAE labor laws related to all aspects and administration.

**AREAS OF EXPERTISE**

Recruitment and selection

Orientation & on boarding

Payroll and compensation

Training & development

Employees relations

Leaves & Travel management

Benefits administration.

Health and other insurances

HR policies & Procedures

Overseeing legal affairs

Gratuity & EOSB calculations

Performance and appraisal

**KEY ACHIEVEMENTS**

* Developed the HR department, HR team, policy and procedures in coordination with the Group HR manager for the UAE based business units in Dubai and that are part of OZCO group KSA.
* Slashed benefits administration costs by a substantial amount by negotiating pricing and fee, while ensuring the continuation and enhancements of services.
* Contributed and assisted the functional manager in the development and implementation of ERP (oracle).
* Introduced and maintained the open door policy to all associates providing advice and guidance when needed in regards to their issues or concerns and/or grievances.
* Revamped the current various company insurances, car leasing, air ticketing, manpower contracts and attendance system and so on.

**WORKING HISTORY**

**ASSISTANT HR MANAGER**

**Nadiya FZE (Jafza) & Al-Mealim Sweets LLC**  **April 2015 to February 2019**

* Successfully managed a strength of over 200 staff and 4 business units by developing and implementing company HR Policies, strategies and procedures ensuring compliance to UAE’s labor laws.
* Providing 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.
* Managing recruitment and selection of all new employees, rehires and contracting staff and transfers.
* Responsible for the arrangement of training, team building events in coordination of department heads and in collaboration with third party trainers, as per company’s budget and policy.
* Managing and facilitating group health Insurance policy, workmen compensation, various property insurances, vehicles insurance and registration, long term & short term vehicle leasing etc.
* Managing the day-to-day operations of the department, ensuring security and accuracy of employee records, consistency of practice and maintenance of optimum service levels;
* Supervising the activities of all PRO’s, making sure transparency, timely renewals and compliance to laws.
* Apply standard HR practices such as disciplinary actions, grievances, counselling, writing employment contracts, etc.
* Managing and reviewing benefits administration for all employees in the uae based group companies.
* Assisting the sales teams with travel allowances, visa facilitation and approved reimbursements.
* Responsible for preparing monthly consolidated reports regarding attendance, overtime and salaries, providing the final report to finance department for disbursement of salaries.
* Responsible for the renewal of offices and company’s warehouses leasing, trade license, establishment card, PO Box and other legal licenses.
* Worked actively on the planning and implementation part of Oracle ERP.
* Act as a signatory authority and represent the company in Govt. and semi Govt. entities for all legal affairs such as Jafza, Immigration, Labor office, Etisalat Dewa etc.

**HR & ADMIN OFFICER**

**Amsar Wood Manufacturing – Dubai** **August 2012 to March 2015.**

* Executes the recruitment and selection process for all levels of employment, starting with job postings, screening, interviewing to extending the final job offer.
* Monitoring and coordinating with the public relation Officer for accomplishments of the visa processing and other related legal procedures pertaining to the recruitment of employees.
* Drafting job descriptions, official HR forms, memos and correspondence letters, salary certificates, NOCs, experience letters, disciplinary letters, letters to banks, insurance and other stakeholders as required.
* Managing employee’s relations, absence, disciplinary issues, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement.
* Manage the company Health Insurance – adding new employees, removing alumni employees, organizing wellness sessions etc.
* Served as the point of contact for the banks and assisted the employees in opening of new bank accounts.
* Managed employee requests for documents such as salary letters, salary transfer letters, NOCs etc.
* Follow-up on timelines and deliverables for HR operational tasks, attend staff meetings and prepare meeting minutes and action items
* Managed the monthly payroll by preparing attendance, overtime reports, and other elements of monthly salary and handing the final report to finance department.
* Performing all other activities related to logistics and shipments such as duty exemptions, Certificates of origin, port clearance through shipping agents etc.

**HR OFFICER**

**AL-Nibas General Trading – Sharjah- UAE** **May 2010 to March 2012**.

* Liaising & supporting HR Manager on Updating of personal files, documents & employee- master list.
* Assisting HR Manager in development of new HR policies, processes, procedures and its implementation
* Create, implement and maintain HR process
* Manage Visa process for the company in close cooperation with the PRO (new visa and renewal, medical check, Emirates ID and labor card)
* Monitoring and managing sickness, absence cases and facilitate a timely return to work.
* Managing employee benefits programs (annual ticket, health insurance, reimbursements etc.)
* Managing payroll - prepare input data (addition, deduction, absences, bonus, leaves, overtime etc).

**COMMUNITY MOBILIZATION OFFICER**

**SRSP- UNHCR Project – Pakistan** **November 2009 to March 2010**.

* Conducting broad based community meetings at the grass root level with local communities.
* Conducting assessment of the houses, damaged during the military operations.
* Managed shelter activates plan established by SRSP and UN teams.
* Liaised closely with SRSP warehouses to ensure timely delivery of inventory to sites.
* Providing regular updates to the regional engineer on progress, priorities and constraints verbally and in writing.
* Establishing & ensuring effective working relationship with other team members and related stake holders.
* Conducting Meetings with law enforcement agencies for security measure and minimizing the risk of danger in the region for the rehabilitation teams.
* Providing reports and assistance to the UN monitoring teams.

**EDUCATION**

**MBA-** Human Resource Management (**2007-2009)**

**Institute of Management Sciences, University of Peshawar –** **Pakistan**

**BCS HONS -** Bachelors in Computer Science **(2003-2006)**

Department of Computer Science **University of Peshawar – Pakistan**

**PERSONAL INFORMATION:**

**Date of Birth:** 14th April, 1982.

**Marital Status:** Married.

**Nationality:** Pakistan.

**Languages:** English (Proficient), Urdu /Hindi (Proficient) Arabic- Intermediate.

**Driving License:** Valid UAE driving license.

**Country of residence:** United Arab Emirates.