

# Ansar Subair

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## HR AND OPERATIONS MANAGER

HR Manager with 7+ years of experience in HR and operations management, holding a MBA in International Business and B.Com. Expertise in talent acquisition, employee onboarding, and driving operational efficiency. Strong communication, negotiation, leadership, and problem-solving skills, with a proven ability to align HR strategies with business objectives to foster organizational growth.

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## PROFESSIONAL EXPERIENCE

### **HR & Operations Manager**

**Al Qatara Golden General Trading LLC , Abu Dhabi, UAE**

**MAY 2020 – May 2025**

- Spearheaded the end-to-end management of contingent workforce operations, from requirement gathering to onboarding, contract management, and demobilization.
- Collaborated with internal departments and third-party vendors to align workforce planning with business demands and optimize service delivery.
- Oversaw vendor relationship management, ensuring SLA/KPI compliance, issue resolution, and continuous performance improvements.
- Monitored and maintained daily contingent workforce records, dashboards, and reports to support informed decision-making and regulatory compliance.
- Partnered with HR, Finance, and Procurement teams to implement process enhancements and automation for better cost control and operational efficiency.
- Successfully managed workforce audits, ensuring all labor and legal compliance standards were met in coordination with internal and external stakeholders.
- Implemented manpower optimization models that reduced overhead by [insert % or amount if known], enhancing workforce flexibility during peak demand periods.
- Addressed escalations and provided strategic solutions to maintain continuity of operations and vendor reliability.
- Supported the rollout of workforce management systems, contributing to configuration, testing, and training phases across departments.

### **Admin and HR**

**Jahran General Trading LLC , Abu Dhabi, UAE**

**DEC 20218 – APRIL 2020**

- Streamlined office operations by implementing digital record-keeping and process automation, reducing administrative processing time by 30% and improving overall team efficiency.
- Coordinated interdepartmental communication and logistics, enabling seamless support for senior management and contributing to a 25% faster decision-making turnaround.
- Managed procurement, vendor relationships, and inventory systems, ensuring cost-effective purchasing and maintaining 100% stock availability without overstocking.
- Oversaw compliance with organizational policies, prepared audit-ready documentation, and supported HR with onboarding and employee documentation, maintaining a 98% compliance rate.

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## EDUCATION & CERTIFICATIONS

### Master of Business in International Business (MBA IB)

Jaipur National University | Abu Dhabi

### Bachelor of commerce (B.COM)

Annamalai University | Abu Dhabi

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## TECHNICAL SKILLS

- Knowledge in Microsoft Office
  - ZOHO Inventory and Book Keeping
  - HRM (Bamboo HR)
  - Data Analytics & Reporting
  - Experience with Databases
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## SOFT SKILLS

- Team Leadership
  - Adaptability
  - Problem-Solving
  - Communication Skills
  - Emotional Intelligence
  - Conflict Resolution
  - Decision-Making
  - Time Management
  - Interpersonal Skills
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## LANGUAGES

- English (Native Proficiency)
  - Arabic (Beginner - Intermediate)
  - Hindi (Advance)
  - Malayalam (Native)
  - Tamil (Advance)
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## CERTIFICATES & LICENSES

- Light Vehicle Driving License
- Operation Management Foundation
- Operation Strategy for Business