

# FAIZAN ALI

## HR COORDINATOR



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### **Career objective:**

Seeking for a challenging position in administrative field in a dynamic organization, which can utilize my skills to its full extent within international business community wherein background abilities are effectively utilized for mutual benefit within time constraint in professional.

### **Profile Summary:**

Professional in the various sectors including office administration, secretarial, project coordination, document control management etc.

### **Personal Attitude:**

My attitude to any circumstances is always positive, solves the situation with cool mind and patience, and solves them completely until they give the best results.

### **Educational Qualification:**

- **Bachelor of Commerce** with 70.03% marks from Allahabad Agriculture Institute Deemed University, Allahabad India.
- **DCA (Diploma in Computer Application)** from Indira Gandhi Institute, New Delhi.
- **Certificate in Tally Accounting.**
- **Senior Secondary** from CBSE board.

### **Computer Skills:**

- Windows.
- Excellent with Microsoft Office programs (Word, Excel, PowerPoint)
- Professional typing rate of 60 wpm (words per minute)
- Well versed in internet application.

## Working Experience Details in KINGDOM OF SAUDI ARABIA:

**Company : ABDUL MOHSEN AL JASER COMPANY**  
**Period : May 2016 to till current date.**  
**Position : HUMAN RESOURCE COORDINATOR**

### **Duties & Responsibilities:**

- Assist in managing HR activities by ensuring full implementation of company's policy and responding to routine HR questions and requests.
- Scheduling and coordinating induction for the new joiners (briefing about their area of work, responsibilities, duties, code of conduct, and hierarchy of the company)
- Responsible for Medical (Fahs-tibbi) of new employees, and arranging the documents for processing of Iqama of new employees.
- Arranging the documents for Nakal Bayanat in case of renewal of passport.
- Handle different contracts, forms, letters and memos for employees.
- Monitor employee's attendances, absentees, process leave application (annual, sick, maternity...) and maintain leave records. Manage the time and attendance system.
- Maintain and update HR reports by maintaining all logs (new hire, termination, transfer) in daily basis and preparing reports in a timely and accurate manner.

- Manage any staff departures including final salary calculation letters and departure procedures, ensuring processes align with company policies and culture.
- Deals with employee requests regarding human resource issues, rules and regulations.
- Properly handling complaints and grievances procedures.
- Attend department meeting by providing required information through presentation and discussions.
- Handle different contracts, forms, letters and memos for employees.
- Indemnity calculating and preparing final settlements.
- Supervise Exit and entry for foreign employees.
- Manage and maintain internal record keeping and document retention system (soft and hard copy) for the HR function.
- Maintaining the record of all the vehicles of the company, taking Istilam of vehicle from the driver and providing them Istimara (R.C), Card Mezan. Arranging the Istimara, Tamin (insurance), Card Mezan of the vehicle in a proper way.
- Responsible of requesting the renew of Istimara, Insurance of vehicles and requesting the new Number plates of vehicles (for damaged and old plates) to prevent from fine (Mukhalfa).
- Managing the employee's transportation logistics and accomodations.
- Assisting with employee relations.
- Assist in new Employee Orientation by ensuring completion of all required forms; answer enquiries and providing information for personnel actions.
- Ensure all employees Contracts are filled upon arrival by reviewing the contracts items are addressed as per policies for management approval.
- Follow up all HR issues concerned for the department's employees with the concerned party in the corporate office; salary increment, complaints etc.

**Company : ANABEEB SERVICES LTD. CO.**  
**Period : Jan 2014 to Jan 2015.**  
**Position : EXECUTIVE SECRETARY/TIMEKEEPER.**

**Company : SULTAN AL ALOWAN EST.**  
**Period : Oct 2013 to Dec 2013.**  
**Position : EXECUTIVE SECRETARY.**

## **Duties & Responsibilities:**

- Responsible for implement work processes to develop efficiency, manage organized events and functions and deal with clients at all levels
- Reviewed timesheets, work charts, and timecards for completeness.
- Located workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter
- Manage incoming and outgoing emails
- Perform light book keeping tasks
- Schedule visitors and clients as instructed
- Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company's objectives.
- Responsible in handling and motivating employees in achieving their goals and objectives
- Take telephone calls and make appointments
- Greet visitors and provide information requested
- Responsible for gathering, analyzing and summarizing information to manager as required
- Responsible to resolve problems by problem- solving and decision making tactics
- Ensuring that all entries for overtime and compensatory time earned have been approved, and totals are correct before certification

## Working Experience Details in INDIA:

**Company** : **VEGA AUTO ACCESSORIES PVT. LTD.**  
**Period** : Aug 2011 to Sept 2013 and from Feb 2015 to Feb 2016  
**Position** : **ACCOUNTS EXECUTIVE CUM EXECUTIVE SECRETARY**

### **Duties & Responsibilities:**

- Provide full secretarial support to Human Resources Manager.
- Schedule and co-ordinate meetings, appointments and events.
- Liaise with management, candidates and external providers.
- Complete General Ledger operations.
- Answer phone calls and directs call to appropriate parties or take messages.
- Analyze different general ledger accounts regularly .
- Analyze and forecast financial requirements for organization .
- Resolving The Bank Issue.
- Maintaining Daily record of financial transactions.
- Analysis and review of Expenses Report.
- Assist with payroll administration.
- Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company's objectives.
- Assist with year-end closings.
- Reconciliation of bank as on daily basis.
- Prepares daily reports on the daily activities of Customer Care team.
- Develops as well as maintains the relationship with external parties.

## **PERSONAL SKILLS AND QUALITIES:**

- Strong Administrative skills.
- Exceptional ability to communicate effectively.
- Able to communicate effectively, both verbally and in writing.
- Being able to listen/talk to people in a constructive manner.
- Being able to offer solutions to problems.
- Being able to work with other people to achieve a common goal.
- Excellent organization and multitasking skills.
- Detail oriented with efficient time management skills.
- Proven self-starter.
- Multi-tasking skills and ability to work under pressure.

## **Declaration:**

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.

## **Personal Profile:**

Name : Faizan Ali  
Date of Birth : 14-Jan-1991  
Nationality : Indian  
Passport no. : L2112392

Religion : Islam

Blood Group : AB+

Driving license : Full clean driving license (Indian).

Languages Known : Arabic, English, Hindi, Urdu and Punjabi.

Iqama Status : Transferable.

**DATE:** .....

**PLACE:**.....  
**ALI**

**FAIZAN**