**Muhammad Faisal Zia**

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**OBJECTIVE**

Seeking a suitable position in **HR & Administration / Training & Development** where I can effectively utilize my expertise in employee relations and other HR activities.

**SNAPSHOT**

* **8 years of overall experience** with more than 5 yearsin the field of HR & Administration with reputed companies in UAE & Pakistan.
* Professionally qualified with **Master’s Degree** in Economics and also **Bachelor’s Degree** in Economics from Pakistan.
* Thorough knowledge of HR competencies and activities.
* Adept at handling a gamut of administrative functions, including Vendor Management, Event Management and coordinating between various departments.
* Comprehensive knowledge of recruitment procedures, policy implementations, benefits administration and staff supervision.
* Creative designer of work flow systems, to eliminate duplication of effort and increase proficiency and productivity of employees.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
* Energetic and capable of working with minimal supervision.
* Adherence to deadlines without sacrificing quality of output.
* Professional attitude with excellent communication and interpersonal skills.

**Core Competence**

Secretarial Skills ▪ Correspondence ▪ Calendar Management ▪ Training & Development ▪ HR & Administrative Skills ▪ Filing ▪ Vendor Management ▪ Event Management ▪ Team Lead ▪ Recruitment ▪ Salaries & Payroll ▪ Schedules & Coordination ▪ Inventory Management ▪ Multitasking ▪ Office Management ▪ Record Maintenance ▪ Report writing ▪ Proposal Writing

**EMPLOYMENT HISTORY**

**HR OFFICER: FRESH FRUITS COMPANY (Feb 2016 – Present)**

* **Recruitment & Selection** - Involved in the manpower planning exercise in the organization for different centers. Sourcing candidates through employee referrals, existing databank and job portals. Conduct HR Interviews and conduct compensation negotiations and reference checks for short-listed candidates.
* **Induction & On boarding** - Designing and implementation of one day induction program for the new joiners which includes general presentation on HR policies, growth, and career development scope, organizational background, culture, functions, Departmental processes and structures. Processing visa applications of newly joined staff and preparing their personal files, enrollment in the company group medical and workmen compensation policies.
* **Employee Grievance Handling & Employee Engagement** - Tracking various issues/queries of the employees to Closure. Conducting performance appraisal. Acting as a Helpdesk regarding all HR issues & escalating the issues to Management. Interacting and understanding various issues with the employees through weekly departmental meetings.
* **Separation Management** - Arranging for an exit interview. Coordinating with the Reporting Manager of the outgoing employee to approve the last working day and shortfall in the notice period. Issuing relieving and experience letters for the clearances.

**HR COORDINATOR: ALKAWTHAR PURE DRINKING WATER (Feb 2014 – January 2016)**

* **HR Operation** - Monitoring the daily attendance, late comings of the employees. Designing the salary structure for different positions in consultation with the senior Management. Designing HR policies, processes, remuneration policies and negotiating upon the salary so as to maintain Pay Parity with the existing employees.

Managing staff addition & deletion in the health insurance policy and coordinating with insurance provider for various reimbursement claims.

Drafting Letters like Salary certificates, Offer letters, Appreciation, Leave applications, Passport releases & Warning letters.

**Program Coordinator: Value Resources (Pvt.) Ltd. Pakistan (Jul 2011 – Dec 2013)**

* **Training and Development** –Leading the training team my core responsibilities included interacting with the managers to understand the training need and coordinating for various training programs, designing training modules, developing session plans, liaisioning with trainers and resource persons to support them in developing their sessions as well as documenting and preparing training reports.

**LIST OF TRAININGS CONDUCTED:**

1. Standing but not counted: designed and organized one day national conference on Home Based Workers –2013

Client: ILO

1. Training Workshop on INEE minimum standards for Education in emergencies - 2013

Client: Save the children

1. Designed and co facilitated training on Educational Leadership and Management Skills for district education managers with focus on Early Childhood Care and Education (ECCE)- 2013

Client: Save the Children

1. Training workshop on Essential Management Skills

Client: Qatar Charity

1. Training of trainers on Disaster Risk Reduction -2012

Client: CAMP

1. Designing and developing of Manual on political education for CSO’s in FATA – 2012

Client: CAMP

1. Training workshop on Information and Communication technology skills – 2012

Client: Mercy Corps

1. Training Workshop on Effective Monitoring And Evaluation Skills – 2012

Client: USAID’s ASP –RSPN

1. In house training on Effective Communication Skills
2. In house training on effective Proposal writing and Networking Skills

**Internship at HEC, HRM Division (December 2010 – June 2011)**

* Maintain Training record of HEC employees in SAP
* Assisted in the process of scrutinizing

**Other Related Responsibilities:**

* Responsible for complete training execution activities of technical and non technical trainings.
* Involved in understanding the training needs of the development & corporate sector clients.
* Sourcing the trainers according to client needs through networking, trainer or consultant references, existing database and job portal.
* Negotiating with trainers with respect to customization of client’s requirement, availability of dates and commercial.
* Scheduling technical discussion of trainer with the client for finalizing the roadmap of the training.
* Negotiating with the clients with respect to training dates and commercial.
* Arranging for the hardware and software requirements for the training.
* Managing the trainer’s travel and accommodation during the training sessions.
* Assisting actively in managing selected project budgets, contracts, finances and personnel to ensure projects are delivered within time and budget
* Coordinating with the client for the smooth and successful execution of the training.
* Maintaining databases and documents with regards to training assignments.
* Interacting and maintaining business relation and reputation with clients.
* Provide technical support in developing proposal methodology to business development team.
* Organizing Open House Programs for technical as well as non technical training.

**EDUCATION**

**Masters in Economics**

International Islamic University Islamabad (IIUI) 2008 to 2009

**Bachelors in Economics**

International Islamic University Islamabad (IIUI) 2004 to 2008

**IT SKILLS**

Expert in MS Office & Internet & E-mail

**PERSONAL PROFILE**

**Date of Birth :** 1st April 1986

**Gender :** Male

**Marital Status** **:** Married

**Nationality :** Pakistani

**Languages :** English, Urdu, Hindi

**Visa Status :** Employment Visa

**Driving License :** Valid UAE License