



Syed Ahmedullah Shah

HR Specialist

PROFILE

Extensive experience in performing HR functions and construction management. Conducting site inspection in construction field, set strategies, planning forecasting, moreover, enhance engagement, productivity and success by combining agile mindset with the people-centric approach.

CONTACT

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Driving license holder Light
Duty UAE License

HOBBIES

Reading Novels
Pleasant Driving
Cricket
Tilawat

EDUCATION

Karachi University

MASTER'S DEGREE 2014

Masters in economics

Karachi University

BACHELOR'S DEGREE 2008

B.com (Bachelor of commerce)

WORK EXPERIENCE

**AL QUSAIS STAR POLYCLINIC Branch [HR manager]
DUBAI Nov 2021 – Present**

- Training and development
- Process payroll.
- DHA and licensing
- Process visa and MOL approvals.
- Visa renewals.
- Interviews and meetings
- Maintain strict confidentiality.
- Recruitment from outsourcing

GUL AHMED TEXTILE COMPANY [HR executive]**KARACHI, PAKISTAN**

Mar 2018- Oct 2021

- Succession planning for employee well-being
- Execution of employee's performance review procedure
- Process recruitment through outsourcing and insourcing.
- Evaluating and monitoring KPI's
- Play vital role in day-to-day operations.
- Conduct orientation & meetings.

**EXPO 2020 METRO EXTENSION [Manpower Supply
Coordinator] DUBAI Jul 2015 – Jan 2018**

- Serves as a link between employees and corporate entities.
- Ensuring the availability of labor in accordance as per the company's need.
- Develop and gain agreement to an overall manpower.

LANGUAGES

Urdu
English
Arabic
Pashto

PERSONAL DETAILS

Date of birth

22-02-1986

Nationality

Pakistani

Visa status

Employment visa

Marital status

Married.

KHALAF SULTAN Construction Company [Site-incharge & HR manager] Dec 2010 – Jun 2015, DUBAI

- Compliance monitoring
- Accidents and incident investigation
- Record keeping and reporting.
- Organize health and safety training.
- Maintain strict confidentiality.
- Maintain discipline and equal opportunity for staff.
- Ensured compliance with legal requirements.
- Risk assessments and site.

AlQusais Star Polyclinic HR Manager Dec 2008– Nov 2010, DUBAI

- Led recruitment efforts for clinical staff, resulting in a 20% reduction in time-to-fill and a 15% increase in retention rates.
- Implemented and managed employee benefits programs tailored to clinical professionals, resulting in improved satisfaction and retention. Ensured compliance with clinical insurance regulations and conducted audits to identify and address any non-compliance issues.
- Responsible to look after daily operations as a clinic manager.
- Responsible clinical inventories and prepare quotations accordingly.
- Used to prepare offer letters, termination letters, all leaves, and certificates.
- Approvals of DHA licensing, regulatory clinical DHA affairs and meetings.
- Process recruitment insourcing, outsourcing and overseas.

SKILLS

- Good Communication
- Analytical Skills
- Leadership Skills
- Creative thinker
- Manpower/succession planning

SOFTWARE AWARE

- DOC
- ODOO
- OPERA
- HRM