



Ali Hadi

HR Executive

ranahadi243@gmail.com

0563786837

Dubai, United Arab Emirates

Date of birth

21/04/1998

Nationality

Pakistani

Profile

I'm an HR professional with experience in talent management and compliance. I've conducted interviews, helped with workplace issues, and streamlined hiring processes. I'm skilled in onboarding, job analysis, and managing compensation and benefits. I also handle personnel records and ensure we follow the rules. I'm good at working with government departments and building good relationships."Experienced Human Resources Executive with a demonstrated history of working in the retail industry.

Employment History

Assistant Manager at Combined Fabrics Limited , Lahore, Pakistan

02/2019–12/2020

- Oversaw daily operations to meet performance and service standards.
- Checked cash intake and deposits for accuracy and reduced errors.
- Conducted routine inventory counts to manage stock levels and plan for the future.
- Improved employee performance and satisfaction.

HR Executive at Masood Textile Mills, Faisalabad, Pakistan

05/2021–02/2023

- Conducted interviews and exit surveys to ensure HR compliance.
- Assisted with disputes, disciplinary actions, and promotions.
- Managed new hire onboarding and screenings.
- Analyzed jobs and market data for compensation packages.
- Handled final settlements and maintained records.
- Liaised with government departments and managed public relations.
- Prepared legal documents.
- Developed training programs and monitored the job market.
- Ensured security and provided regular management reports.

Sales Representative at PWG Group,UAE, Dubai

08/2023–09/2023

- Understand clients immigration needs and eligibility.
- Help client to gather required documents.
- Check client documents for accuracy and completeness.
- Explain immigration options and offer guidance.
- Keep track of application progress and update clients.

Links

<https://www.linkedin.com/in/alihadi1236>

Skills

Computer Skills
Customer Service
Communication Skills
Microsoft Office
Recruitment and Onboarding
Training and Development
Record Keeping
Legal Document Preparation
Government Relations
Compensation and Benefits
Compliance

Languages

English Highly proficient
Urdu Native speaker

Hobbies

Reading
Swimming
Traveling
Sports

Education

National College of Business Administration and Economics, BBA(Hons), Lahore, Pakistan

08/2016–12/2020

Internships

PBO at Meezan Bank , Faisalabad, Pakistan

10/2018–12/2018

- Manage and build customer relationships.
- Open and oversee customer accounts.
- Provide financial advice and promote banking products.
- Process loans and ensure compliance.
- Address customer inquiries and issues.
- Maintain accurate records and documentation.