

SALEEM JAVED

HR Executive



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PROFILE SUMMARY

A self-motivated and confident professional with broad experience in HR and Admin operations, determined to meet the challenges of tomorrow. Holds good working knowledge of HR and admin operations including onboarding, offboarding, employee relations, talent acquisition, employee and office administration, UAE labour law and DMCC visa regulations. Ability to cope up with challenging situations, aim to excel and do extremely well in professional career through sound delivery of deliverables.

COMPETENCIES

- | | |
|------------------------------------------------------|-----------------------------------------|
| • Talent Acquisition | • Administration (Employee & Office) |
| • Onboarding | • UAE Labour Law |
| • Offboarding | • DMCC Visa Regulations |
| • Employee Relations | • Problem Solving |
| • Data Management | • Time Management |
| • HRIS | • Team Player |
| • MS Office | • Detail Oriented |
| • WebHR (Web based Human Resource Management System) | • Client orientation and customer Focus |

EXPERIENCE

Reef Technology, Dubai - UAE

REEF is a large US based operator of delivery kitchens, logistics, multi-purpose places and proximity hubs.

HR Operations Executive

Oct 2021 to June 2022

Key Responsibilities:

- Prepared required documents for the joining and followed up for missing documents.
- Arranged visa, ticket & accommodation and ensured all the formalities after joining are completed.
- Gathered and processed contracts and non-disclosure agreements (NDAs) as part of the hiring process.
- Created and validated new joiner profiles on Web HR.
- Supported in managing full onboarding process for all new recruits including providing assistance to selected candidates throughout the onboarding process.
- Managed employee filing and archiving as per defined company guidelines.
- Corresponded with recruitment team by preparing job descriptions, posting job ads, issuing and processing employment contracts.
- Corresponded with operation's training team for the induction of new joiners at the kitchens.
- Scheduled and conducted employee orientation.

- Corresponded with selected candidates and line managers to inform about the status of their employment visa.
- Facilitated employee requests like salary certificates, salary transfer letters on an on-going basis.
- Liaised with payroll team for any payroll related queries.
- Contributed as an HR team member to develop and/or enhance policies, procedures and systems to support HR best practice.

DALI ADVERTISING DMCC, Dubai - UAE

HR Operations/Administration

Mar 2018 to Sept 2021

Key Responsibilities:

- Addressed concerns through coordination and communication with DMCC for Visa/License and other related issues.
- Coordinated with the typing center for Emirates ID and employee medical related concerns.
- Coordinated with insurance companies for new/renewal of insurance and expenses claims.
- Corresponded with companies in UAE, China and other countries to meet and facilitate client orders and queries.
- Arranged goods and deliveries to clients as reconciling order and as per their requirements.
- Arranged domestic as well as international deliveries of goods.
- Maintained full records of transactions and deliveries of goods.
- Responded to clients/customers queries and received orders.
- Performed all administrative and HR tasks as per the requirements.
- Filed and archived relevant documents.
- Prepared and updated reports of all activity.

MUKYAS ENERGY SOLUTIONS, Lahore, Pakistan

Admin & HR Executive

Jan 2016 to Jan 2018

- Was responsible for overall admin, recruitment and HR administration.

MEGA PLUS (Dell Distributors), Lahore, Pakistan

Admin Officer

Sept 2012 to Dec 2015

- Was accountable for administration and Logistics support.

HAIER GROUP, Lahore, Pakistan

Admin Assistant

Apr 2010 to Aug 2012

- Provided administrative assistance and supported in recruitment process.

BRAINS COLLEGE OF IT – Lahore, Pakistan

Students Affairs Coordinator

Feb 2009 to Mar 2010

Key Responsibilities:

Coordinating student's affair and keeping admission and academic records and computing database.

Human Resource Administration:

- Processing recruitment, conducting interviews, short listing candidates, getting approval, giving job offers.
- Finalizing hiring process after getting appropriate approval, issuing appointment letters, monitoring probations, conducting orientation, putting staff on-roll, marking & monitoring attendance, getting & processing leave applications and maintaining all leave records.
- Maintaining Staff files and updating staff data base.
- Processing salary advice and payroll.

- Handling grievance and taking disciplinary actions.
- Coordinating with regional office for attendance, leave monitoring and other HR issues.
- Coordinating with other departments as and when required. Process separation case of exiting of staff.
- Generating reports from Data base new appointments and left staff. Generating reports on turnover etc.
- Preparing periodical reports for Sr. Management review

General Administrative:

- Procurement of office supplies, stationery, grocery, minor value assets, etc.
- Repairing & maintaining of office premises, furniture, fixtures & equipment's. Overall housekeeping, safety and security of premises and staff.
- Transportation arrangement for logistic movements and logging & monitoring pool vehicles, its allocation, and its maintenance.
- Monitoring of assets, disposing off old assets, monitoring, issuance and logging of office supplies.
- Organizing & facilitating event, seminars, and in-house meetings, making arrangement of lunch for staff and guests.
- Keeping utilities functional and its timely payment to ensure continues supply.
- Maintaining petty cash; supervising office boys and sweepers/cleaners by scheduling & monitoring their duties.
- Travel arrangement including boarding and lodging, etc.

EDUCATION

Bachelor of Arts (BA)

2015

University of the Punjab, Lahore, Pakistan

LANGUAGES

- English - Fluent
- Urdu - Native
- Hindi - Fluent