



# Fahad Ali Bhatti

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## Objective

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Seeking a demanding position in Human Resource and Administration in any Industry capable of supporting Top Management and Executives by creating reports, helping with employee's relations and effective at incorporating policies and procedures to align with the organizational goals and objectives

## Experience

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- Muddasar Abbas Project Management Services Co. Dubai, UAE** Feb-2024 - Present  
Manager HR
  - Develop and implement HR strategies and initiatives
  - Manage recruitment and selection process
  - Oversee performance management and appraisals
  - Handle employee relations and conflict resolution
  - Design and implement training programs
  - Manage compensation and benefits
  - Ensure compliance with UAE labor laws and regulations
  - Maintain accurate and up-to-date HR records
  - Conduct market research and analyze HR metrics
  - Advise management on HR best practices
  - Foster a positive work environment and employee engagement
  - Oversee visa processing and medical insurance
  - Ensure effective communication and conflict resolution
- Jacaranda Family Club subsidiary of Defence Housing Authority Islamabad Pakistan** Mar-2020 - Aug-2023  
Manager HR  
Achievements:
  - Received Certificate of Appreciation for consecutive 3 years from 2021 to 2023 for displaying outstanding performance
  - Reduction in turnover rate for the year 2023 by 5% as compared to year 2022
  - Introduced training and development culture which helps in polishing and nourishing the skill sets of employees
  - Developed and implemented departmental policies of 16 different departments to align with latest and best industry practices
  - Successfully implemented HRIS software across all the departments of club to ensure smooth operations.Job Responsibilities:
  - Talent Acquisition Led full cycle recruitment processes for technical roles in collaborating with team leads. Hired talents from LinkedIn, Indeed and other platforms
  - Furthermore, implemented innovative sourcing through technical events, seminars and different coding institutes
  - Employee On-boarding and Integration detailed orientation programs were developed to ensure new hires to feel more relaxed
  - Training & Development designed and executed technical training programs with collaboration of team leads
  - Employee Relations conducted employee engagement activities like trips, mango party, quarterly dinner
  - Termination & Exit procedures
  - Documentation Management proper documentation done from job offer letter till exit interview
- Neeopal Software Solutions Pvt LTD Lahore Pakistan** Jan-2013 - Feb-2020  
Manager HR  
Job Responsibilities:
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## Education

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- **University Of Central Punjab Lahore Pakistan** 2015  
MBA (Human Resource Management)  
3.13
- **University of Engineering and Technologies Lahore Pakistan** 2011  
BS (Hons) Computer Sciences  
Grade B

## Skills

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- Problem Solving and Analytical Skills
- Communication Skills
- Time management skills
- Attention to detail
- Expert with HR software (Zohopeople)
- Customer Service and Guest Experience
- Recruitment and talent management
- Payroll Management
- HR Policy and development
- Data analysis and reporting

## Projects

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- **HRIS implementation in all areas of Club**  
Implemented HRIS software in different areas of Club resulted in data entry accuracy and accurate monitoring of leave and attendance of employees
- **Training and Development**  
Conducted training sessions on topics like time management, policy and procedures to the employees resulted in 25% improvement
- **Employees Engagement activities**  
Conducted annual employees gala to provide entertainment activity for the employees and gives away employee of the year award to the deserving ones due to which retention rate increases

## Achievements & Awards

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- Received Certificate of Appreciation for years 2021, 2022 and 2023 for displaying outstanding performance

## Interests

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- Sports or Fitness activities like jogging and gym
- Travelling and tourism
- Watching Natgeo

## Languages

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- English Read,write and Speak (fluently)
- Urdu Read,write and Speak (Native)
- Arabic is conversational

## Personal Details

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- Date of Birth : 28/12/1988
- Marital Status : Married
- Nationality : Pakistani
- Visa Status : Employment visa valid till June 2026

## References

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- Detail references will be provided upon demand