

FAHAD ALI BHATTI



Contact

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Personal Details

Date of Birth : 28/12/1988

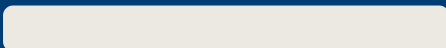
Marital Status : Married

Nationality : Pakistani

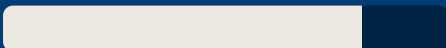
Visa Status : Own Visa

Skills

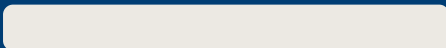
Problem Solving and Analytical Skills 100%



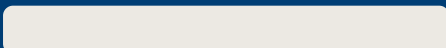
Interpersonal skills 80%



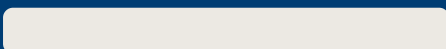
Communication Skills 100%



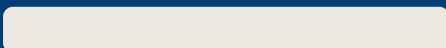
Time management skills 100%



Attention to detail 100%



Familiarity with HR software (Zohopeople) 100%



OBJECTIVE

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

Jacaranda Family Club subsidiary of Defence Housing Authority Islamabad Pakistan

Mar-2020

Manager HR

- Aug-

Achievements:

2023

- 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 procedure managed termination cases with great care and taking feedback from outgoing employees
- Documentation Management proper documentation done from job offer letter till exit interview

Customer Service and Guest Experience	100%
Recruitment and talent management	100%
Payroll Management	100%
Compensation and Benefits management	80%
HR Policy and development	80%
Data entry and document management	100%
Data analysis and reporting	80%
Achievements & Awards	
Received Certificate of Appreciation for years 2021, 2022 and 2023 for displaying outstanding performance	
Languages	
English Read,write and Speak (fluently)	
Urdu Read,write and Speak (Native)	
Arabic is conversational	
Interests	
Sports or Fitness activities like jogging and gym	
Travelling and tourism	
Watching Natgeo	

Neeopal Software Solutions Pvt LTD Lahore Pakistan

Jan-2013

Manager HR

- Feb-

2020

Job Responsibilities:

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EDUCATION

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

PROJECTS

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

REFERENCES

Detail references will be provided upon demand