

## CURRICULUM VITAE

# Fazal Amin

Father Name: Abdul Akbar

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**Objective:** I seek to reach the future first through my continuous efforts and sincere Professional attitude as future belongs to those who see possibilities before they become obvious.

### Skills

Excellent Working Experience in, **Employee Relations, Compensation & Benefits, Leave Administration (Annual, Sick etc.), Attendance, Payroll, Visa Processing, Passports Monitoring, End of Service Benefits, HR Reports etc.**

- Excellent Working Knowledge of **UAE Labor Law**.
- Excellent Communication & Interpersonal Skills.
- Excellent Human Resources & Administrative Skills.
- Expert in Computer Operating Systems & Database Management.
- Ability to work under both Flexible & Stressful environment.
- Global mindset and cross-cultural management skills.



### **HR Officer cum Payroll Assistant (Jan 2023 to present)**

#### **Duties & Responsibilities:**

- Monitoring labor cards and visas expiration and taking action for renewal.
- Care for Annual Leave Release/Emergency Leave, termination as per UAE Law.
- Responsible for timely monthly payroll processing for all employees through Wage Protection System (WPS), cash, bank transfer, etc.;
- Data verification and entry to ensure accurate timely processing of remuneration payments to all employees;
- Check and verify employee leave application, leave credits and work resumption date;
- Prepare and process final settlement of employees (EOSB);
- Manage and update pension fund processing for UAE and GCC nationals.



### **HR Officer cum P.R.O Assistant (Jun 2011 – Jan 2021)**

#### **Duties & Responsibilities:**

- Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
- Solid background on UAE Labor law most importantly on Immigration/Labor rules and regulation.
- Obtain new employment visas / work permits for all expatriate employees.
- Monitor and renew employee residence permits.
- Facilitate and follow-up cancellation of visas for employees and dependents.

- Facilitate complex medical / police procedures on event of death of any employee or next to kin.
- Responsible for the processing New and renewal of Emirates ID Card.
- Responsible for the new registration and renewals of company vehicles.
- Type, Manage, and Track all Online Applications on the E Government Sites - Employment, Visit Visa, Trade Licenses, Registrations etc.
- When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
- Gratuity & final settlement processing.
- Responsible for timely monthly payroll processing for all employees through Wage Protection System (WPS), cash, bank transfer, etc.
- Making (CICPA) Security Pass



**HR Officer** (Jan, 2009 to Feb, 2011)

**Duties & Responsibilities:**

- Handle all HR activities and affairs, reporting directly to GM/HR Manager.
- Supervised and monitored staff activity, working conditions.
- Care for Annual Leave Release/Emergency Leave, termination as per UAE Law.
- Serve as the receiver of important mail, documents and ordered items delivered to the organization's address.
- Staff complaint handling & investigation.
- Monitoring labor cards and visas expiration and taking action for renewal.
- Prepare all the documents related with Job Evaluation, Performance appraisal and salary record sheets.

**QUALIFICATIONS:**

**Bachelor Degree in Arts.**

**Allama Iqbal Open University**

**Training / Certificates:**

- Diploma in Human Resource Management (HRM)  
(Khyber Institute of Education & Higher Study Peshawar **Mar 2007 to Mar 2008**)
- Diploma in Ms. Office 2007 **A+**  
(Professional Software Institute Peshawar, Pakistan)
- Student of Diploma information technology (DIT)  
(Idea College of Information Technology, Pakistan)
- Fully Expert of Microsoft Windows and Microsoft Office Excel, World, Outlook, Power point

**Personal Information:**

- Date of Birth 01-Sep-1984
- Nationality Pakistani
- Languages English, Arabic, Pashto and Urdu
- UAE Driving 30-12-2024
- Visa Status Res visa
- Expiry Date 29-10-2025

**Declaration:**

- I hereby certify that the above information is true and correct to the best of my knowledge.

Fazal Amin Abdul Akbar Applicant