



MUHAMMAD NABEEL

HR Manager
Administration & Compliance

CONTACT

- +971 50 974 0992
- muhammadnabeelkhalid17@gmail.com
- United Arab Emirates

EDUCATION

2020 - 2024
**A.D IN HUMAN RESOURCE
MANAGEMENT**

- Allama Iqbal Open university, Pakistan

2018 - 2020
F.SC PRE-MEDICAL
Punjab college sialkot, Pakistan

SKILLS

Technical Skills

- Microsoft Office Suite, Quickbooks, SAP ERP, Oracle, Imitex, Adobe Illustrator.

Soft Skills

- Workflow Coordination, Client Management, Communication, Training and Support, Problem Solving, Attention to Detail, Data Analysis, Team Collaboration, Quality Assurance

LANGUAGES

- English& Urdu**
(CEFR C2 - Fluent)
- Hindi & Punjabi**
(CEFR B2 - Conversational)

PROFESSIONAL SUMMARY

Versatile professional with 5 years of experience in Human Resource Management and Compliance. Proven ability to drive operational improvements, performance managements, Payrolls, and lead cross-functional teams. Expertise in delivering impactful data insights, HRM, employee training, recruitment and process optimization.

EXPERIENCE

ADMINISTRATION MANAGEMENT Aug 2024 - Present
LAZEEZ AL JADEED RESTAURANT

- Assisting guest services, handling inquiries, and resolving complaints, ensuring customer satisfaction.
- Ensuring that the hotel complies with local regulations, including safety, maintaining accurate records of compliance.
- Managing relationships with external vendors, monitoring contracts, and ensuring timely delivery of supplies needed for the hotel's operation.

MANAGER HR & COMPLIANCE July 2020 - Aug 2024
CRUSE ENTERPRISES

- Successfully mediated and resolved employee conflicts, maintaining a harmonious workplace environment.
- Updated and streamlined HR policies to ensure compliance with changing labor laws and regulations.
- Conducted training developed targeted programs to address skill gaps.
- Implemented a new HRIS system, streamlining HR polici data management and reporting processes.

MANAGER HR & ADMINISTRATION Mar 2018 - July 2020
GLOBUS GROUP

- Led data migration efforts during a system upgrade, ensuring minimal disruption to HR operations.
- Facilitated town hall meetings and regular communication sessions to keep employees informed.
- Conducted training needs assessments and developed targeted programs to address skill gaps

ACHIVEMENTS

Mostly achieved successfull Audits which is process through officials SGS HONGKONG.

- SEDEX AUDIT
- SMETA 4 PILLAR AUDIT
- GCP AUDIT
- ISO-14001
- ISO-9001
- WMC COUNCIL
- ELECTION