

## Nishat Perveen



**Location:** Dubai-UAE

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### Professional Summary

Seasoned HR Manager with over 15 years of experience in strategic human resource management, specializing in recruitment, payroll administration, employee relations, and operational governance. Proven track record in optimizing HR policies, ensuring compliance, and enhancing team performance within transportation, logistics, FMCG, and event management sectors. Skilled in leading HR strategies for large-scale events such as Expo 2020 and FIFA World Cup 2022.

### Core Skills

- HR Policy Development
- Employee Relations and Engagement
- Recruitment and Talent Acquisition
- Compensation and Benefits
- Compliance Management
- Payroll Administration

### Software Skills

Tools - GPS Tracking system, FMS, TMS, TMM, ERP, Power BI, MS Office 365 (Excel, PowerPoint, Access, Word, Recruitment and Onboarding

### Professional Experience

**Duty Manager**  
**COP 28 Expo City**

**Dubai UAE**  
**Oct-Dec 2023 (Contractual)**

- Build, maintain, and manage a robust and collaborative relationship with key stakeholders, including the Roads and Transport Authority and Dubai Police, and any activities related to mobility operations of COP28
- Manage the team responsibly and proficiently, providing effective line management to direct reports
- Set objectives and evaluate the performance of individual direct reports and actively manage key personnel issues
- Ensure all staff acquire the required skills and knowledge through appropriate learning and development programs. Health and Safety Responsibilities
- Ensuring all company policies and procedures are adhered to, including all responsibilities and accountabilities associated with the Expo City Dubai Health and Safety Policy and assurance standards.

**Project Manager (ATM)**  
**Meeting Point DMC Tourism**

**Dubai UAE**  
**Dec 2022- May 2023**

- Managing all aspects of delivering the transport system for AT & Hotels
- Directed project planning and execution ensuring project goals and requirements were met

- Planning and implementation of the transportation requirements for Client Groups, including VVIP/VIP, Directors, CFO, CIO
- Communicate with other departments relating to FTI Client group vehicle requirements.

**Talen Acquisition Manager**  
**Motus One Expo 2020**

**Dubai UAE**  
**July 2021-April 2022**

- **Talent Acquisition Strategy** – Develop and implement hiring strategies aligned with business objectives to attract top talent.
- **End-to-End Recruitment** – Manage the full recruitment cycle, including sourcing, screening, interviewing, and onboarding.
- **Employer Branding** – Strengthen the company's brand through recruitment marketing, social media, and partnerships.
- **Candidate Experience** – Ensure a seamless hiring process with effective communication and engagement.
- **Process Optimization & Compliance** – Improve recruitment workflows while ensuring compliance with labor laws and company policies.
- **Stakeholder Collaboration** – Partner with hiring managers and leadership to align talent needs with business goals.
- **Data-Driven Decision-Making** – Use recruitment analytics and metrics to optimize hiring strategies and measure success.

**Group HR Manager**  
**Maverick Passenger Transport**  
**(School Transport & Logistic Cleaning & Gardening)**

**Dubai UAE**  
**Jan 2015 – June 2021**

- Develop, review, improve & drive process improvements, SOPs, HR policies, quality control on HR & Administration policies for increased efficiencies, cost-effectiveness & strengthening internal control.
- Establish a recruiting, testing & interviewing program.
- Planning, Monitoring, and appraisals of employees and resolving employee grievances.
- Employee benefit programs, needs, and trends, designing and conducting educational programs & benefits.
- Ensure Legal compliance, monitoring & implementing HR Federal requirement

**Human Resource & Admin Manager**  
**Shrilal Mahal (Logistics, Warehousing, FMCG)**

**Dubai UAE**  
**Jan 2013 – Dec 2014**

- Business partners to senior leaders and managers to optimize employee engagement, team development, and organizational effectiveness
- Lead recruitment efforts with a focus on bringing in diverse talent and building a talent pipeline
- Drive key HR strategies and initiatives to support business strategic and operational goals
- Manage key HR processes, including annual salary planning, compensation, bi-annual performance feedback cycle, leadership development review, employee training and development, and employee relations.
- Lead multi-site HR team to effectively meet and exceed customer expectations and drive continuous improvement.

**Human Resource Executive & Administrator**  
**Fiber Forms Industries LLC - Dubai**

**Dubai UAE**  
**Jan 2012 – Dec 2013**

- HR / Workforce Planning, Recruitment and Selection
- Performance Management, Compensation, Employee Benefit
- Retention, Employee Relations, Employee Engagement, Workforce Analytics
- Provide strategic advice and guidance to the Senior Leadership Team on all matters relating to Human Resources.

### **Education**

University of Karachi  
Bachelor's Degree in Science (BSc.) **2003-2005**

University of Karachi  
Masters in Public Administration Specialized in HR (MPA). **2006-2008**

### **Key Achievements**

**Recruitment Process Overhaul:** Developed and implemented recruitment strategies, reducing hiring costs by 80% and filling 100+ positions within tight deadlines

**Employee Retention Champion:** Successfully resolved complex employee new relations issues at Shrilal Mahal, which retained 90% of key personnel.

**Performance Management System:** Instrumental in the adoption of a performance management system, uplifted employee engagement scores by 25% at Maverick Passenger Transport

**Leadership Training Initiative:** Created and implemented a training program at Expo 2020 resulting in a 100% overall increase in team efficiency and effectiveness

### **Languages**

English **Advance** .....German **Beginner** ... Arabic **Beginner** ... Urdu **Native** .....

### **Personal Information**

**UAE driving License**

**Valid till 2030 & IDL.**

**Nationality Pakistani**

I hereby declare that all the information given above is true to my knowledge and experience.

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