



ADEEL RAZA

Seasoned **HR Professional** | **Operations Specialist** | Proficient in **Compensation & Benefits** | Expert in **Performance Management**

CONTACT

- +971 58 632 1019
- adeel.raza@hotmail.com
- Al Quoz, Dubai

EDUCATION

Human Resource

Management (HRM) 2020-2021

National College of Business Administration & ECommerce

Bachelor of Commerce 2012-2015

Punjab University, Lahore

AREAS OF EXPERTIES

- Compensation & Benefits Management
- HR Operations Management
- Organization Development - OD
- Performance Management
- ATS & PMT Management
- HR Report Writing & Documentations
- HR Technology - HRIS & HRMS

CAREER ACHIEVEMENTS

- Successfully Implementation of Microsoft Dynamics 2012 - HR Module.
- Implementation of Self HRMS portal for Attendance Management.
- Self Payroll Banking System for smooth payroll processing.

COMPUTER EXPERTIES

- Micro Soft AX Dynamics 2012 & 365
- Oracle R12
- SAP
- MS Office
- In-Page
- Corel Draw & Photoshop

CERTIFICATIONS

COMPUTERE FUNDAMENTALS

Brains College of Computer Science

GRAPHIC DESIGNING

NCC College, Lahore

PROFILE

As a self-driven Human Resource Professional with **7 years** of diverse expertise, I possess a practical grasp of business needs. Proficient in leveraging creative leadership skills to drive business objectives, I oversee projects aimed at enhancing efficiency, meeting deadlines, and aligning with budgetary constraints.

WORK EXPERIENCE

AL FATAH GROUP - ELECTRONICS DIVISON 2022-PRESENT

Human Resource (HR) Lead

- Develop and implement Compensation and Benefits strategies.
- Manage Group-wide monthly payroll processing.
- Address employee grievances related to payroll.
- Conduct HR Analytics, Management reporting, and HRIS deployment.
- Handle tax, PF, EOBI deductions, and incentives computation.
- Administer leave records and encashments.
- Conduct Exit Interviews, Clearances, and Full & Final settlements.
- Assist in Recruitment, Selection, and Policy adherence.
- Revise, update, and enforce Company SOPs and Policies.
- Engage in annual increments and performance appraisals.
- Oversee EOBI and Social Security matters.
- Maintain and update Employee master Data.

WARDA DESIGNER COLLECTION (Pvt) Ltd. 2021-2022

Asst. Manager HR & Operations

- Supervise daily administrative operations and staff.
- Plan, schedule, and coordinate office events and meetings.
- Oversee facilities services and maintenance.
- Develop and enhance administrative systems and policies.
- Restructure Organizational setup and set departmental KPIs.
- Establish simplified departmental SOPs.
- Coordinate with Insurance companies for claims.
- Manage vehicle repair, maintenance, and records.
- Vendor management and timely payments.
- Assist in recruitment and end-to-end payroll.
- Handle disciplinary and grievance issues.
- Coordinate with Govt. agencies for compliance.
- Review and ensure legal compliance of working conditions.

PREVIOUS WORK HISTROY

●	Phulkari by Taanabaana	Sr. Executive HR	2019-2021
●	ECS (Pvt) Ltd.	Officer Payroll	2017-2019
●	Five Star Foam - Al Khair Group	Logistic Assistant	2012-2015