



# 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