



Contact

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Email

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Address

Flat # 312, Al Nara building, DIP. UAE

Education

2007

Bachelor

Punjab University

Skills

- Staffing and recruitment
- HR data management
- Employee relations
- HR policy and procedure
- Performance management
- Training and development
- Wellbeing and wellness initiatives
- Whistle blowing policy

Language

- English - Proficient
- Urdu - Native
- Punjabi - Native

Achievement

Introducing staff wellness program:

Developed and launched an employee wellness program, resulting in a notable decrease in absenteeism and improved employee morale or satisfaction.

Reduction of time to hire:

Reduced the time to hire by introducing new recruitment and on-boarding processes, resulting in an overall improvement in staff retention and satisfaction.

S.Shakeel Haider | HR Manager

Summary

Dedicated and highly skilled HR Manager with 16+ years of experience managing HR processes and procedures. Proven ability to improve HR-related KPIs and ensure compliance with employment law. A team player with strong data analysis, communication and negotiation skills.

Experience

HR Manager | R. Project Management Services | 2023 - Present

Responsibilities:

Managed all HR processes and procedures, ensuring legal compliance and best practices.

- Formulate and execute HR strategies and initiatives in harmony with the overarching business strategy.
- Supervise the recruitment and selection procedures.
- Exercise oversight over a performance appraisal system designed to incentivize superior performance.
- Facilitate harmonious relations between management and employees by addressing requests, grievances, or other concerns.
- Devise and oversee comprehensive HR strategies, systems, approaches, and protocols across the entire organizational spectrum.
- Guarantee strict adherence to legal requirements throughout the realm of human resource management.
- Provide management with insights and decision making support by delivering HR metrics and reports.

HR Manager | Commander Paints | 2016 - 2023

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Senior HR Specialist | Paragon Software House | 2012 - 2016

Responsibilities:

Provided administrative support to the HR manager including event coordination and employee engagement.

- Managed end-to-end recruitment processes, from sourcing to onboarding, reducing time to hire.
- Conducted HR audits to ensure compliance with labor laws and company policies, mitigating legal risks.
- Administered employee benefits programs, including enrollment, claims processing, and addressing employee inquiries.
- Collaborated with management to resolve employee relations issues and implement corrective actions.
- Assisted in the planning and execution of employee engagement events and initiatives.

HR Coordinator | Paragon Software House | 2010 - 2012

Responsibilities:

Providing support and coordination to the HR department

- Coordinated recruitment efforts, including resume screening, interview scheduling, and reference checks, ensuring a streamlined hiring process.
- Assisted in HR training program development and delivery, enhancing employee skills and knowledge.
- Managed and maintained personnel files, ensuring data accuracy and confidentiality.
- Facilitated the resolution of employee inquiries and directed them to the appropriate HR personnel.
- Supported HR manager with various projects and initiatives, contributing to departmental goals.

HR Assistant | Paragon Software House | 2007 - 2010

Responsibilities:

Provided assistance and support to HR department.

- Provided valuable administrative support to the HR department, including data entry, document preparation, and filing.
- Assisted in the organization and execution of new employee orientations and onboarding processes.
- Responded to employee inquiries, offering initial assistance and escalating issues when necessary.
- Maintained HR department calendars, scheduled meetings, and coordinated interviews.
- Contributed to HR projects and initiatives aimed at improving departmental efficiency

Strength

Data analysis:

Increased employee engagement by analyzing HR data and identifying key areas for improvement.

Communication:

Established effective communication channels between HR and line managers, resulting in improvement in staff retention.

Negotiation:

Negotiated competitive employee benefits packages with external providers, resulting in a decrease in employee turnover.

Reference

1. Mr. Malik Wajid Ali

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2. Mr. Malik Khayam Wajid

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