



ZUHAIB KARIM

HR COORDINATOR

CONTACT

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Bakthbaig@gmail.com

Satwa Dubai UAE

EDUCATION

2016 - 2020
PRESTON UNIVERSITY
Bachelor in Business
Administration
GPA: 2.9 / 4.0

SKILLS

- Microsoft Presentation
- Microsoft Word
- Microsoft Excel
- Outlook

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)

ABOUT

- Employment Visa
- Pakistani
- Single
- Muslim

PROFILE

A result driven, proactive, assertive and go-to individual aligned and streamlined with Human Resource Management knowledge steadfast to thrive in Human Resource Management. Capable of working effectively in a fast-paced environment, both with a team and independently using sharp strategizing, analyzing, negotiation and organizing skills. Disciplined to align Business Strategy with People and Culture of the organization and promotes organizational awareness.

WORK EXPERIENCE

- GrandMercure Dubai City** FEB -17 -2023 - FEB -17 -2024
HR COORDINATOR
 - Performance management and coordinating succession plan
 - Supporting government related tasks and compliance
 - Addressing disciplinary & Grievances and managing records
 - Implementing company policies & procedures
 - Administering departmental Profit & loss
 - Compiling all tracking sheet and monitoring the data on weekly basis
 - Air tickets for our staff
- Assistant Executive** OCT 2021- DEC 2022
Jubilee Life Insurance
 - Handling Inventory
 - Presenting Dail Report
 - Dealing with Banks for daily Cheques And Receipts
 - Soft & Hard Copies
 - Onboarding
 - Initating of Documents
 - Approvals of payments
 - Events for our employees
- Internship** JULY 2020- SEP 2021
Jubilee Life Insurance