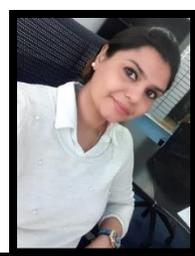


Hina Khan

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HUMAN RESOURCES PROFESSIONAL

- ◆ **Certified HR Professional** with 10+ years HR career distinguished by commended performance and proven results.
- ◆ **Extensive background in Strategic and Operational affairs of HR**, including experience in digital HR, talent acquisition and retention, employee engagement, culture development rewards and compensation, employee capability development, performance management, HR information systems, HR Analytics, Organizational development, HR policies management and legal compliance, counselor and Payroll.
- ◆ **Achievements: Prepare employee Handbook in 8 months after joining.**

PROFESSIONAL EXPERIENCE

INTERO INTEGRITY SERVICES Formerly A.HAK INDUSTRIAL SERVICES MIDDLE EAST L.L.C

ABU DHABI - UAE

Regional Human Resource Manager and Admin

Jan 2018 - Present

- Ensure HR activity meets & integrates with organizational requirements for quality, legal & ethical stipulations
- Payroll & benefits management across the site & central operations.
- Prepare yearly HR & Admin budgets
- Salaries administration, review, & giving the recommendation
- Health Insurance, Workman Compensation programs & managing claims.
- Employee Job Offer Management and Overseeing recruitment & on boarding process
- Suggest & facilitate training and development programme.
- Organizational structure documentation including org chart, job descriptions, responsibilities & authorities matrix.
- Documented, mapped & certified company procedures & record.
- Implement and maintain an HR System (Employee database, Compensation, Leave management, Policies, and procedures)
- Preparing and implementing Talent Management and Succession plans of the company
- Reviewed human resource paperwork for accuracy and completeness by verifying, collecting and correcting additional data.
- Completed employee employment verifications and unemployment paperwork in a timely manner.
- Coordinated and conducted new hire pre-interviews.
- Maintaining a smooth onboarding & offboarding process.
- Reviewed and corrected job offer letters for completeness and accuracy.
- Management System among employees.
- Counseling the employees in their personnel and professional grievances.

BUAMIM MARBLE & GRANITE FACTORY L.L.C

HR, Admin & Accounts

DUBAI – UAE

Dec 2015 – Dec 2017

- Strategic personnel planning
- Responsible to manage all functions of HR department starting from hiring till employee exit.
- Organizational Development
- Recruitment and Selection
- Settlement Negotiations
- Mobilization and induction of new employees
- Terminations and resignations
- Promotions ,Transfers and Memos issued
- Advise to accountant in HR issues and local laws
- Staff welfare and counseling, solve conflicts
- Dealing in company leases (labor camps, manager's accommodation)

DAILY SOBH KARACHI**KARACHI - PAKISTAN****HR & Marketing Manager****Feb 2014 – Nov 2015**

- Monitoring and analyzing market trends
- Process vendor and supplier invoices, in a timely manner, verifying accuracy,
- Prepares cheques and associated reports,
- Prepare and maintain pre-authorize payments monthly or as required.
- Reconcile Accounts Payable sub-ledger to General Ledger monthly.
- Enter and reconcile cheques cashed to accounting software monthly.
- Respond to vendor inquiries as required
- Process all client or miscellaneous payments daily or as required
- Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with agency policies
- Prepare accounting adjustment forms where required.
- studying competitors' products and services exploring ways of improving and increasing profitability
- Identifying target markets and developing strategies to communicate with them preparing and managing marketing plans and budgets
- managing the production of promotional material liaising with other internal departments such as sales and Circulation
- producing reports to monitor results
- presenting findings and suggestions to company directors or other senior managers
- Supporting and managing other staff members Audit the internal office Managerial task and recovery of
- Advertise payments / Circulation and commissions
- Respond to client or payer account inquiries as required

Manager in P.M. Department**May 2008 – Jan 2014**

Sun Consulting (Pvt) Limited

Karachi – Pakistan

- Handling all HR operational matters covering hiring of new staff, trainings and employee relations.
- Supervision of Customer Services Department to ensure customer satisfaction and quality
- Maintain customer relationship & generate more business from the existing clients
- Auditing of all operational processes to ensure there are no gaps.
- Review client's resume & service letters & select the appropriate category for them to apply for Canadian Immigration & also suggest ideas for improvement
- Be highly sales driven and customer service focused. Participate in exhibitions, fairs, student activities.

EDUCATION & CERTIFICATIONS

DIPLOMA IN STRATEGIC HR AND HR ANALYTICS, 2014

INSTITUTE OF SKILLS AND LEADERSHIP DEVELOPMENT, PAKISTAN

CERTIFICATION IN HUMAN RESOURCES MANAGEMENT

THE INSTITUTE OF LEADERSHIP & MANAGEMENT (UK)

CERTIFICATION IN KSA & UAE LABOR LAW

EMINENT INSTITUTE DUBAI

MBA 2013-15

MUHAMMAD ALI JINNAH UNIVERSITY, KARACHI, PAKISTAN

MASTERS IN INTERNATIONAL RELATIONS – 2010-12

KARACHI UNIVERSITY, PAKISTAN

PERSONAL INFORMATION

Date of Birth : 06 Jan, 1982
VISA STATUS : Residence
Marital Status : Married
Nationality : Pakistani
Languages : Fluent in English and good Understanding of Arabic
UAE Driving License: 63638804

REFERENCES

- ◆ Can be furnished on demand.