



Anam Rehman

HR & Business support Professional

HR Professional with quality experience in Strategy Planning, Recruitment, Resourcing & Development, Performance Management, Organizational Development activities and HR Operations.

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Profile Summary

A Professional with 4 + years of expertise in employee recruitment, training and committed to pursuing best practices related to employee development and retention. Astute and incredibly dedicated. Equipped with a strong dedication to giving the management of various firm's high-quality support for the steady development and growth of their human resources. Adept at utilizing data analysis to provide insights into HR initiatives.

Soft Skills



Area of Excellence

HRIS Technologies	★★★★★
Workday HR	★★★★★
Onboarding & Orientation	★★★★★
Recruitment & Retention	★★★★★
Database Management	★★★★★
Data Analysis tools	★★★★★
MS Office 360	★★★★★
Labour Laws & Regulations	★★★★★
Trainings & Performance mgt	★★★★★
HR Policies & Procedures	★★★★★
Benefits Administration	★★★★★
Alternative dispute resolution	★★★★★
Mediation & Advocacy	★★★★★

Education

Bachelor of Business Administration- UK
University of Northampton (2015-2018)

A Level GCE Edexcel Board (2014)

British Council, Abu Dhabi-UAE.

O Level IGCE Edexcel Board (2012 – 2013)

Islamiya English School, Abu Dhabi-UAE.

Certifications

Business Management Diploma LQA Level 4 and 5 (Organizational Behaviour, Human Resource Management Axolon Program)

Languages

English, Arabic, Hindi & Urdu.

Career Timeline



[Anam Rehman | LinkedIn](#)

Work Experience

Feb 2021 to Present

**Documentation & HR
Database**

Learning & Development

Compensation & Benefits

**Employee Recognition &
Engagement Programs**

HR Recruitment Coordinator

Wheel of Fate Group Holding LLC, Burj Khalifa, Dubai

Achievements/Tasks

- Sourced qualified candidates utilizing various web technologies, social media, resume databases, and referrals from networking events while reducing the hiring costs by 25%.
- Managing HRMS Software for HR systems to manage alerts and notifications, attendance management, personnel reports, recruiting and requisition management.
- Maintaining attendance sheet, leave records, and assist in payroll management, preparation, and payment. Administering the leave of absence request forms and data entry in attendance reporting system.
- Managing employee onboarding and offboarding including travel arrangement, Insurance, EOSB, visa cancellations.
- Achieved accuracy of reports by connecting database to ERP system
- Managing the organization of employee documentation and maintain updated filing for each employee.
- Launched internal skills and leadership training program via electronic learning management system.
- Identified areas of improvement for performance evaluation that improved employee feedback and development.

March 2019 to 2020

Business Support Specialist

Corporate Group, Abu Dhabi-UAE.

Achievements/Tasks

- Managed data integrity within the application tracking system, ensuring timely entry and visibility of recruitment activity within ATS/CRM technologies.
- Effectively managed end-to-end recruitment process, sourcing and screening candidates and coordinating interviews and making job offers.
- Managing job postings on different social media platforms and staying updated on industry trends and best practices in recruitment.
- Resolved logistical challenges in organizing meetings and other events.
- Proactively identified and resolved operational issues to ensure smooth day-to-day operations.

January

2018 Internship

Operations Coordinator

Dubai Islamic Bank, Abu Dhabi, UAE.

Achievements/Tasks

- Handled payments and filed all HR related financial transactions and receipts.
- Developing objective KPI of the department, under the supervision of HR Generalist.
- Updating excel sheet, scanning all invoice, updating individual folder, and liaising with Finance Dept.
- Drafting routine HR Letters, Record keeping, manage petty cash, and maintaining office supplies.
- Developed and maintained positive relationships with external vendors, insurance providers and benefits administrators to establish trust and rapport.
- All manual forms converted to Microsoft forms.