

**Ahmad Aziz Tarar**  
**HR Generalist | HR Officer | HR Business Partner**

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**CAREER OBJECTIVE**

To work in a challenging environment by seeking a position as human resource specialist to achieve the best in my field through hard work, sincere effort and perfection; and to fully utilize my training and skills, while making a significant contribution to the success of the company.

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**PROFILE SUMMARY**

- Highly competent HR professional with more than 3 years of progressive experience.
- Professionally qualified with a Bachelor of Business Administration (in HR & Finance).
- Comprehensive knowledge of payroll, recruitment process and onboarding, employee relations, compliance, performance tracking methods and HR records.
- Have strong knowledge of UAE labor laws.
- Creative designer of work flow, to eliminate duplication of effort and increase proficiency and productivity of employees.
- Excellent time management skills and ability to prioritize a demanding workload.
- Advanced HRIS, Oracle HCM and MS Excel skills.
- Possess ability to work effectively with employees at diverse levels.
- Strong Verbal and Non-verbal communications skills, including ability to listen to and interact with diverse group of people.
- Energetic and capable of working with minimal support and at good deal of autonomy.
- A good team player / strong manager who can develop and lead a large staff.
- Expert in maintaining excellent relationship with employees and clients.
- Very punctual and always meeting deadlines. Can work under pressure.

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**PROFESSIONAL EXPERIENCE**

**Organization:** Transguard Group  
**Tenure:** Oct 2020 – Present  
**Designation:** HR Administrator – Group Human Resources  
**Job Type:** Full-Time

Transguard Group is the UAE's most trusted outsourcing partner providing business support services to some of the region's most prestigious brands. With a full-time workforce of more than 60,000. Transguard delivers world-class business support services to customers across a broad range of industry sectors including Aviation, Logistics, IT/Telecommunications, Banking and Finance, Construction, Hospitality, Retail and Insurance.

**Duties and Responsibilities:**

- Administration of company's site-based employment related processes (contracts, contract amendments, annual leave and absences, visa applications, EID applications, medical scheduling, terminations, flight requests, passports, benefits and general administration)
- Inputting employee information onto Oracle HCM.
- General advice - First point of contact for administrative and operational enquiries and requests from internal and external stakeholders.

- People Data Administration - Responsible for ensuring all employee data, electronic or otherwise is kept up to date and accurate in all internal systems.
- Tracking visa/work permit progress via PRO from immigration.
- Dealing with immigration for all employee-related queries and issues.
- Retain a large variety of information and interpret it to various levels of Employees.
- Filing of confidential documents.
- Preparation of all reports as and when required.
- Dealing with all employee-related queries and issues.
- Ensure that all processes and administration is completed within agreed turnaround times as per KPIs.
- Run reports and prepare analytical data from Oracle HCM.

**Organization:** Unique Innovation Technical Services L.L.C

**Tenure:** Dec 2019 – Sep 2020

**Designation:** HR Officer

**Job Type:** Full-Time

Unique Innovation Technical Services LLC is a general building and property maintenance company in Dubai, built solely on trust and recommendation. Company's major services area included, Electrical maintenance, Plumbing services, Swimming pool repair services, Air Conditioning repair service, Apartment cleaning services, Carpentry services. It is like a one-stop solution, where you can get all services under one roof.

**Duties and Responsibilities:**

- Induction and onboarding - Ownership of the induction and onboarding process, acting as first point of contact for new employees prior to joining, supporting them to get up to speed quickly by coordinating and guiding them through the induction and onboarding process.
- Off boarding - ownership of the leave and off boarding process.
- General advice - First point of contact for administrative and operational enquiries and requests from internal and external stakeholders, suppliers and vendors.
- Support to develop and update, HR and Payroll business support policies and procedures in line with good practice and changes to legislation.
- Manage the HR inbox, to provide timely advice and guidance on employee matters.
- People Data Administration - Responsible for ensuring all employee data, electronic or otherwise is kept up to date and accurate in all internal systems.
- Key point of contact with benefit providers/administrators, health and safety and insurance contacts.

**Organization:** Rehan Can (Pvt) Ltd

**Tenure:** Oct 2017 – Sep 2019

**Designation:** HR Administrator

**Job Type:** Full-Time

Rehan Can is one of the biggest Can Manufacturer of Pakistan in view of its Covered Area, Cliental, Sales, Production Capacities, Product Development Capabilities. With a full-time workforce of more than 800. Rehan Can manufacture cans for paints industry with a very strong customer base. All multinational paint manufacturers in Pakistan including Akzonobel Paints, Berger Paints, Nippon Paints, Kansai Paints, Jotun Paints along with numerous other big and medium brands are securing their supplies from Rehan Can.

**Duties and Responsibilities:**

- Keep daily record of employee attendance and maintaining all personal files and data base.

- Generate pay slips of employees after deductions (if any).
- Responsible of managing the HR team that includes Payroll clerk and HR clerk.
- Uncover filing issues and address the problem by establishing an orderly and efficient records management system.
- Resolve conflicts among employees and attend their queries, refrain employees from workplace politics.
- Available for employees at all levels to advice, counsel and assist with problems or queries.
- Conduct new employee orientations.
- Taking care of joining formalities for new employees releasing offer letters, appointment letters and contracts.
- Manage separation process with all employees following resignation or termination; prepare clearance reports, final payments for the departing employees.
- Work with HR manager to prepare and support implementation of new policies and procedures by providing trainings.
- Organize meetings and trainings for employees for effective performance.
- Prepare statistical summaries, reports and memos, distribute messages and mails to respective department and employees.
- Retain a large variety of information and interpret it to various levels of Employees.
- Communicate with courier service on mailing confidential documents and tracking mails.
- Careful maintenance of confidential data.

## INTERNSHIP

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**Organization:** ICI Pakistan Ltd.

**Tenure:** June 2017 – July 2017

**Designation:** Intern

**Project Name:** Asset Tagging

### Project Dynamics:

- Understanding fixed assets register and importance of asset tagging.
- Knowledge of production process and value of company assets.
- Familiarity with various equipment's in the process.

## EDUCATION

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- **Bachelor of Business Administration** (HR and Finance) from University of Central Punjab, Lahore, Pakistan
- **Intermediate of computer sciences** from PIPS College, Gujranwala, Pakistan

## CERTIFICATIONS

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- **Human Resource:** Compensation and Benefits
- **Human Resource:** Strategic Work Force Planning
- **Professional in Human Resource (PHR)**
- **Excel Essential Training (Office 365)**

## ACADEMIC ACTIVITIES

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**2015 – 2017** Executive members of Usher's Club, UCP, Lahore, Pakistan.

**2008 – 2010** President of Qasim house, PIPS, Gujranwala, Pakistan

## **VOLUNTEER WORK**

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**2015 – 2016     JZT (Jehaad for Zero Talassemia)**

Event Planner for Blood Donors at UCP, Lahore, Pakistan

**2015 – 2016     Akhuwat**

Fundraiser for Disaster and Humanitarian Relief, Lahore, Pakistan

## **PERSONAL DETAILS**

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Languages Known:     English, Urdu, Hindi and Punjabi

Nationality:             Pakistani

## **REFERENCE**

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Reference can be provided upon request