



Marhaba! It's me, Nimra Amin Memon

03/03/1995



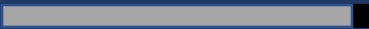
ABOUT ME

I seek challenging opportunities where I fully use my skills for the growth of an organization. I take responsibilities for my actions and am dedicated to the tasks of my priority. I am creative and love to explore new things, seeking to learn more and more and follow professionalism and loyalty. I am a good communicator and disseminator. My major interest is HRM and I want to work upon my HR skills.



SKILLS

Verbal & Communication Skills



Teamwork



Creativity



Quick Learner



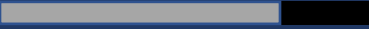
Thinker



Microsoft Office



HR, ERP & E-Comm Software's



CONTACT

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Dubai, UAE



WORK

May 30, 2021 - Present **BlackSpoon Management L.L.C(Dubai, UAE)**

HR Executive & HRIS Specialist

- Developing HR Policies and Company handbook for employee orientation and induction programs
- Implementing effective sourcing, screening & Interviewing techniques
- Managing employee grievances and arranging coaching sessions
- Handling and Maintaining HRIS Software including ATS
- Making and generating company payroll
- Keeping track of employee Leaves, Attendance, OT's, etc
- Analyzing competitive reports to determine compensation plans
- Administrating benefit programs such as insurance plans
- Working in close contact with the HR Manager for senior management reports
- Visa processing of employees in accordance with labor laws and regulations
- Preparing JD's, posting ads and managing hiring process
- Analyzing training needs in conjunction with the line managers
- Performing employee appraisals
- Conducting and analyzing exit interviews to retain employee.

Aug 31, 2020 - May 28, 2021 **Ikcon Restaurant L.L.C (Dubai, UAE)**

HR Coordinator/Employee Relations & HRIS Specialist

- Assisting with internal & external HR related queries or requests/Making Increment letters and important documents
- Generating and Making Company Payroll
- Initiating and developing company policies
- Keeping track of employee's probation period and assessing them during the probation end.
- Maintaining systematic (webhr) and manual employee records
- Onboarding & Offboarding Employees
- Resolving WebHR queries and maintaining employee leave & attendance records
- Processing employee work permits and Visa Processes with OHC in coordination with PRO
- Creating employees EOSB, final Settlement, Leave Salaries, Work Trial Statements
- Filing employee documents
- Assisting with performance management and probation evaluation procedures
- Initiating staff Payday card creation and adhering to Finance house issues
- Answering employee requests and questions
- Initiating employee insurance; Administrating employee benefit programs such as group insurance & profit sharing.
- Giving Headcount, Budgeting, Invoice Reports to the senior mgt/Accounts team
- Assisting in RECRUITMENT and interview process through ATS.

Oct 23, 2019-

Aug 30, 2020

LIWA Trading Enterprises (Abu Dhabi, UAE)

MIS Coordinator/E-Comm Asst./ WebHR Consultant (Microsoft Dynamics NAV)

- Handling company's HR process and HR data entry + management into the system
- Responsible for planning and directing company's ERP system
- Performing data entry into ERP system (NAV) such as pricing, promotions, etc.
- Handling of company's HR System (WebHR) and sorting out issues.
- Resolving retail store's POS issues
- Performing maintenance & sustainability to existing systems
- Grasping company's E-commerce platform (VisualSoft)
- Responsible for content management and order management of e-comm site
- Uploading content and promos on gant.ae, managing the lookout of site.
- Designing Gant.ae online site
- Troubleshoot errors or shortcomings in the functioning of MIS System
- Giving Customer service to Gant.ae customers
- Keeping track of customer orders & responding to their queries.
- Developing training programs for personnel on system features.

July 25-19

July 16-18

Verge Systems

Asst. Manager - Customer Success Officer (WebHR)

- Managing companies HR data into the system; coping with proper data entry.
- Resolving system related HR issues/queries for clients.
- Carry out B2B sales of WebHR Software
- Providing online product demo & trainings to potential clients to operate WebHR
- WebHR Software Implementation for Enterprises on modules such as Employees Self Service, Timesheet, Payroll, Performance, (ATS), Trainings, etc
- Integrations like Microsoft, Google, and Bio Metrics Device
- On premises training to internal Trainers (under Train the Trainer program).
- Providing Online customer support to clients over Skype & go to meeting.
- Making cold calls to the targeted potential clients for the sale of WebHR.
- On site visit to the client for trainings, demo or presentations.
- Traveling locally and international based on company requirements.
- Respond to email, calls, 24/7.
- Complying with any other activity assigned by senior management
- Fetching and formatting company's HR data into the system by excel
- Handling International Clients of (USA, UK, South Africa, Australia, etc).

JS Global

Internee

- Valuation of stocks
- Equity sales
- Keeping in touch with market
- Observing Market trends



CAREER SYNOPSIS

- A forward-oriented pragmatic professional with **over 1.5 years** of experience in HR, Sales and Marketing,
- Experience in training clients across geographies and nationalities – **US, UK, Europe, Africa, GCC, India and Pakistan.**
- Persuasive and influential professional with exceptional track record of leading teams of HR professionals of over more than 20 above companies.
- Trained on **MARKET FOR SUCCESS** by Verge Systems.
- Visiting Clients to various companies and countries like Liwa Trading llc, Al-Masaoood, Somali Land (NAGCO), FoodsConnected, LPOD, Crayon,

HOBBIES



Traveling



Reading/Drawing



Movies/Drama Serials
/Songs



Shopping



Pray



Cooking



Swimming



EDUCATION

- 2014 - 2018 **SZABIST, Pakistan**
Bachelor's in Business Administration (BBA)
- 2013 - 2014 **British Institute of Textile & English**
Fashion Designing
- 2012 - 2013 **Al-Hamd Academy**
Foundation in Accountancy (FIA)
- 2011 - 2012 **County Girls College**
Intermediate
- 2009 - 2010 **County Cambridge School**
Matric



VOLUNTEER

HR Consultant at RDF
Foundation



SOFTWARE

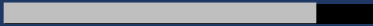
MICROSOFT DYNAMICS NAV



WEBHR



VISUAL SOFT



LANGUAGES

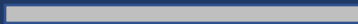
Arabic (Beginners Level)



English



Urdu



HONORS & ACHIEVEMENTS

- Recruiter and interviewer at ISRA University career fair (2018)
- WebHR Representator at ITCN Asia 2018
- Trainer at Al-Rahim Textiles on WebHR
- 1st position in Peace day challenge from within the whole country. City
- Representative at Together for Tolerance (2018-2019)
- Membership and achievement Certificate of Together For Tolerance (TFT) 2016-2017
- Diploma certificate of fashion designing
- Participation in HYDMUN as delegate of UNWOMEN
- Participation in women summit conference 2017
- Certificate of event volunteer at career fair (2014 and 2018)
- Certificate of Participation and volunteer in learnfest (2016)
- Certificate of Event Management volunteer at SZABIST convocation 2017
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- Medal of Music memory Olympics at Alief, ISD
- Promotional Activity and advertisement of self-introduced product (SOKOLATO)
- Organized an retail stall at Basant festival,
- Designed Corporate magazine on Dream World Resort and conducted group interviews for different companies for its HR activities and processes.
- Consistently staying in top 3 position holder in academic performance in whole batch at SZABIST with CGPA of 3.52