



MAHA RAHIAL

HR Professional

ABOUT ME

Forward-looking HR Manager with 8 years of experience. Strong background building successful HR departments from the ground up. Skilled at guiding diversity recruiting initiatives and providing employee resources to support the growth of enterprise organizations. Quickly adapt to new work challenges and industry conditions. Senior Professional in Human Resources.



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Al Khalidiya Abu Dhabi,
United Arab Emirates
Visit Status: Own Visa

EDUCATION

MBA - HR

University of Punjab,
Lahore 2020

EXPERTISE

Performance Management

Time Management

Global Recruitment

Problem Solving

Teamwork

Leadership

Adaptability

Decision Making

Communication & Writing

Advising & Coaching

Project Management

Organization Development

LANGUAGE

English

Urdu

Hindi

WORK EXPERIENCE

Funds Marquee Banking Consultant Abu Dhabi.

Office Manager (Oct, 2023-till Date)

- Administrative Support: Manage office operations, including scheduling meetings, maintaining calendars, and organizing travel arrangements for staff.
- Client Interaction: Serve as the first point of contact for clients, handling inquiries and ensuring exceptional customer service.
- Documentation Management: Oversee the preparation and maintenance of documents, reports, and presentations related to real estate and banking projects.
- Financial Coordination: Assist with budgeting, invoicing, and expense tracking to support financial operations.
- Team Coordination: Facilitate communication among team members, ensuring all projects are on track and deadlines are met.
- Office Maintenance: Manage office supplies and equipment, coordinate maintenance requests, and ensure a safe and efficient work environment.
- Compliance and Policy Implementation: Ensure that office procedures comply with industry regulations and company policies.

Compliance Wizard Inc, Canada

Human Resource Manager(FEB,2021-DEC,2023)

Develop and implement HR strategies and initiatives

- aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation.

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

Presbyterian Education Board, Lahore

Human Resources Manager(APR, 2019-JAN, 2021)

- Conducting performance and wage reviews
- Developing clear policies and ensuring policy awareness
- Handling workplace investigations, disciplinary, and termination procedures
- Maintaining employee and workplace privacy
- Creating clear and concise reports
- Creating learning and development programs and initiatives that provide internal development opportunities for employees
- Analysing trends in compensation and benefits; researching and proposing competitive base and incentive pay programs
- Ensures accurate and timely processing of payroll
- Consistently recruiting excellent staff
- Maintaining a smooth on boarding process

Kaul Associates, Lahore

Human Resources Officer(JAN,2015 - MAR,2019)

- Following office workflow procedures to ensure maximum efficiency.
- Maintaining files and records with effective filing systems.
- Supporting other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings, etc.)
- Greeting and assisting visitors when they arrive at the Pain Clinic.
- Monitoring office expenditures and handling all office contracts (rent, service, etc.)
- Performing basic bookkeeping activities and updating the accounting system.
- Dealing with customer complaints or issues.
- Monitoring office supplies inventory and placing orders.
- Assisting in vendor relationship management.
- Managing transactions with customers using cash registers.
- Collecting payments whether in cash or credit and Issue receipts, refunds, and changes.
- Resolving customer complaints, guiding them, and providing relevant information.
- Greeting customers when entering or leaving the Center.
- Tracking transactions on balance sheets and reporting any discrepancies.
- Handling merchandise returns and exchanges.
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