



SHAHFAISAL SAB

Bur Dubai - UAE
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SUMMARY

Human Resources Executive with Four years of experience managing hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management. Highly proficient with HRIS software as well as ATS.

EDUCATION

- **Global Business School**
2017
MBA - HR/Marketing
7.64
- **Bet's College Of Business Administration**
2015
Bachelor Of Business Administration
6.55

SKILLS

- Excellent inter-personal and communication skills (both written and oral)
- MS PowerPoint, MS Excel, MS Word.
- Finance Skills
- Confident and ability to work without supervision

EXPERIENCE

- **Ibex Facilities Management Services - Dubai**
10/2021 - 01/2022
HR Executive
 - Assisting in Recruitment.
 - Assisting in Onboarding process.
 - Assisting in Payroll Processing.
 - Maintaining and compiling Employee records.
 - Creating job advertisement in job boards like indeed, LinkedIn.
 - Support HR related activities like Trainings, seminars.
 - Monitor and Gather attendance data like leaves, working hours/days.
 - Preparing and sending offer and rejection letters or emails to candidates.
 - Updating company databases by inputting new employee contact information and employment details.
 - Performing Other Administrative and HR related tasks.

- **Xeam Ventures Pvt Ltd - Deployed at Airports Authority Of India**

March 2019 - July 2021

HR Executive

- Employee communications : To give the information to the employees that they need to thrive, such as how the company works, the benefits of contributing their best effort to the company, any training opportunities, and policy changes.
- Maintaining Employee relations: To help prevent and resolve problems or disputes between employees and management, and to assist in creating and enforcing policies that are fair and consistent for everyone in the workplace.
- Maintaining and compiling data through Human resource information system and HR Review.
- To Assistant in Job analysis : To record the job-related information of the employment measures like training, selection, payment, and performance assessment.
- Single point of contact for all enquiries relating to administrative and support matters for HR.
- Performance management : Having a conversation along with the HR Manager with the named member of staff, discussing areas of failure, suggesting areas for improvement, setting goals and supporting the member of staff in making any necessary changes.
- Creating Job advertisement and post it on job boards like LinkedIn, indeed based on job description and specifications.
- Recruitment : Assisting in recruitment, onboarding, orientation programmes of new Hires.
- Assisting in Payroll processing.
- Follow all relevant policies, processes, standard operating procedures (SOP) , and instructions so that work is carried out in a controlled and consistent manner.
- Retention : Assisting in Employees Retention programmes.

- **Eefa Luxury Business Hotel**

Sept 2017 - Feb 2019

Admin Assistant

- Assist day to day operations of the admin functions and duties.
- Compile and update employees records both digital and hard copies.
- Arranged conference rooms and facilities to prepare for meetings.
- Prepared travel expense and Type reports to submit for manager's approval.
- Composed, edited and prepared correspondence and other department documents.
- Booking of hotels, flights, transport, travel plan itineraries for overseas and local business trips of HR teams.
- Maintained office equipment and placed orders for materials in short supply to manage office supply inventory.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.

PERSONAL DETAILS

- Date of Birth : 07/07/1992
- Marital Status : Married
- Nationality : Indian
- Passport No. : U9744224
- Visa Status : Visit Visa