

# Curriculum Vitae

## Muhammad Adnan Waleed

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Center, Dubai, UAE.

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### Career Objective

To work for a reputed organization that fosters a competitive environment and where personal Growth and career enhancement is encouraged.

### Experience

#### **Administrative & Human Resource Officer:**

**Majid Al Futtaim Ventures LLC:** From September 2015 till August 2021.

- Forming and maintaining employee records
- Updating databases internally, such as sick and maternity leave
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Reviewing and renewing company policies and legal compliance
- Communicating with external partners
- Reporting regularly on HR metrics, such as company turnover
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
- Helping with various arrangements internally, from travel to processing expenses
- Undertake processing for new employment visas, employment agreement and work permits, and visa stamping and process documents.
- Utilize and maintain current and new, IT solutions for document control.
- Ensure confidentiality is always maintained within the work flow.
- Prepare cancellation papers for leavers either inside or outside the country.
- Attended ministry of labor and immigrations meetings regarding new changes and updates in their systems.
- To follow up with labor / immigration department for urgent requirements and ensure the documents are processed without delay and hindrance to business.
- Ensure the renewal of visas, resident permits and other related documents pertaining to the governmental departments.
- Receive applications from different business units.
- Check and update regarding account balance.

- Processing applications through ministry of labor and immigration online systems.
- Processing applications of medical in DHA and emirates EID.
- Answer queries by employees and clients.
- Maintain and update company databases.
- Working closely with various departments, increasingly in a consultancy role, assisting Line managers to understand and implement policies and procedures.
- Promoting equality and diversity as part of the culture of the organization.
- Help and cooperate with the team when ever needed.

**Human Resource Officer:Al Karama medical center**, under the supervision of Emirates Secretarial Services, Dubai UAE.September 2013 till September 2015

- Recruiting staff - this includes developing job descriptions and person specifications, Preparing job adverts, checking application forms, short listing, interviewing and Selecting candidates
- Working closely with various departments, increasingly in a consultancy role, assisting Line managers to understand and implement policies and procedures
- Promoting equality and diversity as part of the culture of the organization
- Developing and implementing policies on issues like working conditions, performance Management, equal opportunities, disciplinary procedures and absence management
- Preparing staff handbooks
- Advising on pay and other remuneration issues, including promotion and benefits
- Undertaking regular salary reviews
- Negotiating with staff and their representatives
- Administering payroll and maintaining employee records

## Education

Master's in political sciencefrom university of Peshawar, Pakistan.

Bachelor of Law from university of Peshawar.

Intermediate in Pre- engineering from government superior science college Peshawar.

Metric in science from ittifaq modal school Peshawar.

## Diploma (DIT)

In information technology from board of technical education Peshawar.

## Training attended:

Presentation Skills for impact, Fraud Risk Awareness, Code of Conduct, Developing Emotional intelligence, developing a service mindset, writing in plain English, developing a competitive strategy, Leadership foundations, Microsoft Team Essential Training, serving internal Customers, Meeting the challenge of digitals transformation, Leading with Innovation,

## Computer Skills

Windows,Microsoft office

Typing speed of 60 WPM.

Expert in software and hardware installation and maintenance

### **Language Skills**

IELTS (Academic)

English, Can Speak, Read and write well

Languages: Arabic, Urdu, Turkish, Pashto, Hindi

### **Personal Information**

Resident of: Peshawar, Pakistan

Date of birth: 14-03-1986

Marital Status: Married

Visa Status: Tourist Visa

### **References**

References can be furnished upon request.