

Curriculum Vitae

Muhammad Adnan Waleed

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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 science from 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.