

# Muhammad Irfan Ul Haq

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An Energetic and Self-taught individual with more than 1 year of proven Human Resource and Operations experience of Facility Management industry in Middle East. Ability to work in a challenging environment, always try to learn and apply innovative ways of doing things. Traits which defines me are Attention to Details, Disciplined and very much Adaptive according to situation.

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## **Experience**

### **HUMAN RESOURCE ASSISTANT**

Task Force Security Services LLC – Dubai, UAE

May 2019 to Present

Support management-level staff and perform a variety of tasks related to employee record-keeping within organizations. They often manage sensitive employee and company information, which requires that they maintain a high level of professionalism and confidentiality.

#### **DUTIES & RESPONSIBILITIES**

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation, and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences and leaves.
- Prepare paperwork for HR policies and procedures.
- Process employee(s) requests and provide relevant information.
- Coordinate HR projects, meetings, and training seminars.
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.
- Manage the department's telephone center and address queries accordingly.
- Prepare reports and presentations for internal communications.
- Provide orientations for new employees by sharing on boarding packages and explaining company policies.
- Assist in Administrative functions.
- Other duties may be assigned from time to time by the immediate superior.
- Consult with PRO on visa process (Entry, Renewal and Cancellation)
- Passport control and audit.
- Application of Emirates ID.
- Document Controlling.

### **NEGOTIATION OFFICER**

Protege Global – Islamabad, PK

March 2015 to June 2015

The overall responsibility of the position is to recover and collection of medical bills via e-mails and out bound phone calls.

- Analyzing and answering general questions regarding billing statements and recover certain amount accordingly from adjusters.
- Perform routine collection of medical billing related tasks.
- Answering inquiries regarding Medical billings from Medical Insurance companies on behalf of Doctors and Clinics in California.

## **SPECIAL EVENT COORDINATOR**

**Revelations Event Management and Decorators - Islamabad, PK**

November 2011 to December 2014

- Major objective is the client succession and happiness.
- Event guarding and logistics management.
- Look after the field work and try to manage and attract the field more efficiently to impress the client.
- Dealing with vendors.

## **INTERN**

**Ufone - Islamabad, PK**

July 2012 to August 2012

- Nationwide analysis of company's daily sales.
- Market visits for measuring performance.
- Develop final report.

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## **Skills**

Type 40WPM - Proficient with Microsoft Office Suite - Bamboo HR - Greyt HR - Conflict Management - ERP - Outlook - Office Management - Public Speaking - Multitasking - Document Controlling

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## **Education**

**Master of Supply Chain Management and Logistics**

International Islamic University - Islamabad, PK

**Bachelor of Business Administration in (BBA), Human Resources Management**

International Islamic University - Islamabad, PK

**A-Level or equivalent in Commerce**

Federal Government Postgraduate College of Commerce H-8/4 - Islamabad, PK

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## **Awards/ Certificates**

- **Internship Certificate Award**  
September 2012
- **Certificate of Appreciation**  
Lifetime

## **Additional Information**

Nationality	Pakistani
Religion	Islam
Gender	Male
Marital Status	Single
Date of Birth	14 <sup>th</sup> August 1991
Visa Status	Residency Visa (Valid till June 2021)