# MARIA YASEEN

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**HR Manager**

**Mobile no: +971 50 237 0851 | Email: MY396@live.mdx.ac.uk | Location: Dubai, United Arab Emirates**

# SUMMARY

Diligent, dynamic, and adaptable HR Professional with 9+ years of experience in the HR field. Versatile and analytical Human resource professional with a track record of success in pharmaceutical and biotechnology, automobile, healthcare, real estate, retail, marketing, and event Management industries. Gained experience in HR Internship at multinational retail, real estate, marketing, and event management companies in Dubai. With extensive knowledge of UAE labor laws, I am proficient in preparing and implementing HR policies. Good understanding of Global compliances. Strong interpersonal, problem-solving, team management, and critical thinking abilities. Proven history demonstrating outstanding administrative, effective communication, meticulousness with detail, and excellent organization skills. Motivated to learn, grow and excel in the HR industry.

# SKILLS

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| --- | --- | --- |
| * MS Suite | * HRIS/ERP | * Employee Relations |
| * Human Resource Management | * SAP HCM | * Payroll Administration |
| * Recruiting: Talent Acquisition * Hiring * Background Check * Training & and Development | * Onboarding & offboarding * Reward Management * Talent Management * Performance Appraisal | * Executive Presentations * Calendar Coordination * Taking Notes * Conflict Resolution |

# CORE COMPETENCIES

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| --- | --- | --- |
| * Interpersonal Communication | * Multi-tasking | * Leadership |
| * Management | * Active Listening | * Team Work & Collaboration |
| * Critical Thinking * Planning * Internet Technology & Research | * Problem-solving * Organization * Human Relations Versatility | * Analytical Skill * Time Management * Stress Management |

# PROFESSIONAL EXPERIENCE

**HR & Admin Manager**

*VARASTO Events Management and Marketing (Dubai, United Arab Emirates)*

August 2023 – October 2023

* Responsible for end-to-end recruitment.
* Updated employee records and HR system. Maintain accurate employee records, ensuring compliance with relevant laws and regulations.
* Support payroll processing by providing necessary information and resolving any payroll related issues.
* • Assist in drafting HR policies, procedures, and employee communications.
* Maintaining and organizing files and internal and external documents in company’s drive.
* Conducting exit interviews.
* Resolving employee grievances.
* Identify, research, and evaluate potential vendors and suppliers to meet the company's needs.
* • Negotiate favorable terms and agreements with vendors to ensure cost-effectiveness and quality.
* Act as a liaison between vendors and internal departments to facilitate smooth communication and resolve any operational challenges.
* Coordinate with finance and procurement teams to ensure timely payment of vendors and accurate recording of transactions.
* Provide guidance to colleagues on vendor engagement processes and best practices.
* • Regularly update management on vendor performance, potential risks, and opportunities.
* Ensure vendor contracts are well-drafted, compliant, and properly executed.
* Stay updated on relevant laws and regulations about vendor management and HR practices.
* Analyze data to identify trends, cost savings opportunities, and improvement areas.

**HR Assistant Intern**

*JC Top Technology-Wing Go Live Shopping App (Dubai, United Arab Emirates)*

February 2023 – July 2023

* Assisted the hiring manager with the recruiting process.
* Assisted HR Manager in updating and maintaining employee files to comply with federal and state laws using MS Suite.
* Payroll Administration using HRIS Software.
* Performed background checks.
* Prepared offer and apology emails.
* Scheduled personal interviews with the chosen candidates.
* Helped in the annual performance review process.
* Prepared training material and marketing content for Livestream Host.
* Provided training to livestream hosts regularly.
* Assisted in onboarding and offboarding.
* Conducted employee termination process and assisted in completing paperwork.
* Liaised between HR Managers and employees, ensured smooth communication, and prompted resolution of all queries.
* Handled employee grievances and maintained employee relations.

**HR & Admin Intern**

*Palmis Capital Real Estate (Dubai, United Arab Emirates)*

January 2023 – February 2023

* Assisted the Head of Sales in administering tests, scheduling appointments, conducting orientations, and onboarding employees.
* Prepared training material and training the new hires, including office assistants, realtors, receptionists, and other staff.
* Sent digital invitations to potential candidates.
* Interviewing potential candidates.
* Prepared offer letter and employment contract letter.
* Payroll Administration using Excel.
* Prepared documents for real estate transactions.

**HR Generalist**

*Founder Real Estate (Karachi, Pakistan)*

August 2021 – December 2022

* Developed and implemented HR road map in alignment with business strategy and organizational needs for sustainable growth.
* Strategic advisor to the Management, business, and function heads on all aspects of people management.
* Developed organization strategies by identifying, researching, and discussing with the management – Human Resources issues; contributing information, analysis, and recommendations to the organization’s strategic thinking and direction; establishing human resources objectives in line with organizational goals.
* Facilitated the development of appropriate organizational structures with clearly defined roles and responsibilities and workforce requirements.
* Developed the HR budgets for the organization and monitored adherence to it.
* Conducted salary, employee productivity, and turnover review analysis.
* Defining and driving the processes for identifying, attracting, developing, and retaining appropriate organizational talent.
* Implemented HR innovations for employee engagement and satisfaction.
* Performed any other duties as assigned by the management.
* Ensured a healthy, harmonious industrial relations climate in all the branch’s operations.
* Adopted and instilled the organization’s value systems in employees.
* Designed career development and employee retention plan to control attrition.
* Maintained good relationships with clients, legal, and other real estate professionals involved in the business.

**Human Resource Manager**

*APWA Medical Complex (Karachi, Pakistan)*

January 2019 – August 2021

* Managed the administrative functions of the clinic and provided day-to-day HR advice to management.
* Developed and implemented HR strategies.
* Formulated policies to guide decision-making processes.
* Responsible for generating weekly reports to track performance, identify trends and analyze data, align performance to overall goals, and make better-informed decisions.
* Implemented a health and safety management system and established procedures to enforce safe behaviors.
* Oversaw the regular duties of the Human Resources (HR) division, including hiring and conducting interviews, paying employees, handling leave requests, and enforcing company policies and procedures.
* Planning, organizing, and controlling the activities and actions of the HR department.
* Managed internal and external communications and answered queries about the clinic.
* Oversaw employees and compliance policies and administered clinic mechanisms.
* Maintained systematic medical and employee records.
* Maintained and recorded patients’ clinical histories for research purposes.
* Ordered stock and supplies for the clinic.
* Developed procedures to deliver optimal patient care.
* Develop strong networks in the healthcare field.
* Assessing performance and evaluating employee relations.
* Managed the clinic’s budget and billing system, appointing staff and assigning tasks.

**Human Resource Associate**

*Toyota Central Motors (Karachi, Pakistan)*

December 2015 – December 2018

* Oversaw the day-to-day HR & Administrative tasks.
* Maintained attendance and leave records.
* Managed employees’ files.
* Managed complete records of employees’ medical insurance and claim processing.
* Record maintenance of Excise files and number plates for newly registered vehicles.
* Managed staff lunches, orders, claims from accounts, vendor payments, etc.
* Drafting letters such as warnings, suspensions, termination, and promotion of employees.
* Maintaining a record of utility bills such as TCS, photocopier, fuel bill for company-owned vehicles, etc.

Maintained day-to-day correspondence via e-mail and letters inside and outside the company

**HR Assistant**

*GSK (Karachi, Pakistan)*

August 2013 – October 2014

* Worked in the Talent Acquisition Team and assisted with new recruitments of interns and permanent employees, including reviewing applications and interviewing candidates.
* Assisted HR Business Partners in introducing a new ERP and training existing employees to use the latest software.
* Was in charge of the quarterly publication of the HR department that updates all other departments on all the activities that took place in the quarter in the three offices in Karachi.

**HR Intern**

*Nestle*

June 2013 – July 2013

* Assisted in the preparation of interviews and shortlisting of candidates.
* Made payments to employees.
* Dealt with employees’ issues and queries regarding their duties and job timings.
* Assisted in the preparation of interviews and shortlisting of candidates.

# EDUCATION

**Master of Arts in International Business Management**

***Specializing in Global Human Resource Management***

*University of Middlesex, Dubai*

**Bachelor of Business Administration**

***Human Resource Management***

*Institute of Business Management, Karachi*

# CERTIFICATIONS

* HR for People Managers Specialization: Recruiting, Hiring, and Onboarding Employees – University of Minnesota
* Talent Acquisition (Complete Talent Acquisition Cycle) – HRCI Professional Certificate
* Benefits Administration & Human Resource Information Systems (HRIS) – SHRM Certified
* Payroll Administration – HRCI Certified
* Employee Handbook – SHRM Certified
* Digital Marketing - Google
* Human Resource Management – University of Karachi
* Accounting & Finance – University of Karachi
* Research Methodology – University of Karachi
* Islamic Banking & Finance – University of Karachi

# VOLUNTEER EXPERIENCE

**Team Member**

*Best Diplomat*

**Team Member**

*Thrifts for Good*

**Volunteer**

*Rotaract Cosmopolitan Dubai*

# REFERENCES

**Shahad Al Maliki**

**Managing Partner**

**VARASTO Marketing and Events**

**Mr. Shoaib Ali**

**Senior Human Resources Manager**

**JCTop Technology-Wing Go Live Shopping (PretStar Media)**

**Ms. Sammar Mohamed**

**Human Resources Manager**

**JCTop Technology-Wing Go Live Shopping (PretStar Media)**

**Prof. Dr. Khalida Soomro**

**Senior Professor, Interventional Cardiologist**

**Dow University of Health Sciences, APWA Medical Complex**

**Note:** References contact details will be provided on request