



MEHTAB UMAR

CONTACT

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ADDRESS:
UNITED ARAB EMIRATES

PROFESSIONAL SKILLS

- Payroll Management
- HR Operations
- Conflict Resolution
- Employee Engagement
- Coaching
- Team Management
- Performance Management
- Organizational Management

TECHNICAL SKILLS

- Ms. Office
- HRIS
- TimeTrax

CORE COMPETENCIES

- Able to multitask, prioritize tasks, and organize according to requirements
- Can work in teams of all sizes and independently
- Translate goals into actionable items and effectively lead teams
- Capable of fully dealing with computers including MS Office Suite
- Able to speak and write English fluently and speak Urdu effectively as well

EDUCATION

UET Lahore
BBA Hons.

BISE Rawalpindi
I.Com

BISE Sargodha
Matriculation

EXPERIENCE

Imtiaz Provision Stores, Officer – HR Operations
Sep-2021 to Oct-2023



- Recruit for open positions for both Management and Junior Management.
- Perform the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters, supporting departments hiring, and reporting recruiting statistics.
- Keeping track of all employee leaves, dependability concerns, warnings, terminations etc.
- Resolving employee problems i.e. for benefits, payroll, leaves, job roles etc.
- Maintaining PESSI and EOBI.
- Closely coordinating with the store manager and ensuring the availability of workforce and other HR matters.
- Providing feedback to management regarding different employee concerns and impacts of policies/processes developed.
- Getting employee cards made as well as social security, EOBI, and insurance cards.
- Compliance with policies, Procedures, Manuals.

Alif Industry (TURK PLAST) - HR Officer
Nov, 2019– Aug, 2021



- Managed candidate sourcing for open positions.
- Conducted interviews and facilitated the hiring process.
- Conducted new employee orientation.
- Maintained and updated employee files.
- Handled EOBI and PESSI submissions.
- Allocated labor according to approved departmental requirements.
- Processed monthly payroll and prepared relevant reports.
- Addressed daily attendance and leave queries from all departments.
- Handled payroll queries, liaised with the accounts department and employees.