Amen Khursheed

Nationality: Pakistani **Date of birth:** 19/06/1999 **Phone:** (+971) 506017500

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Home: Dubai, 00000 Dubai (United Arab Emirates)

ABOUT MYSELF

I am a person of Determination and hard work. I am responsible for managing recruitment processes, onboarding, employee relations, and maintaining employee records. My ability to handle multiple tasks efficiently, coupled with strong communication and organizational skills, has allowed me to excel in my responsibilities. Additionally, my previous experience as a HR has further developed my customer service, problem-solving, and multitasking abilities.

WORK EXPERIENCE

Sales assistant

Multiply Associates Private LTD [01/04/2018 – 31/10/2020]

City: Islamabad | **Country:** Pakistan

1. Meeting with clients virtually or during sales visits.
2. Demonstrating and presenting products.
3. Establishing new business.
4. Maintaining accurate records.
5. Attending trade exhibitions, conferences and meetings.
6. Reviewing sales performance.
7. Negotiating contracts and packages.
8. Working towards monthly or annual targets.

Project Manager

MECHANO [01/11/2020 – 25/12/2021]

City: Islamabad | **Country:** Pakistan

1. Identifying project goals and scope.
2. Planning and documenting project tasks.
3. Ensuring deliverables are delivered on-time.
4. Managing all project resources.
5. Effectively communicating with stakeholders.
6. Eliminating blockers and potential risks.
7. Documenting projects process using various project management tools.
8. Ensuring top-quality results and project success.

Human Resources & Admin Executive

Business Idea Corporate Services [05/01/2022 – 02/01/2023]

City: Dubai | **Country:** United Arab Emirates

1. Manage the processing of HR-related paperwork, including new hire paperwork, benefit enrollment forms, and employee status changes.
2. Ensure compliance with HR policies and procedures, including record-keeping requirements and reporting obligations.
3. Develop and implement procedures for the efficient processing of HR-related paperwork.
4. Manage HR-related data and record-keeping systems, including electronic and paper files.

5. Monitor compliance with HR-related laws and regulations, including wage and hour laws, safety regulations, and other employment-related laws.
6. Provide administrative support to the HR department, such as scheduling meetings, preparing reports, and maintaining departmental records.
7. Respond to employee inquiries regarding HR policies, procedures, and programs.
8. Manage and mentor HR administrative staff, including providing guidance, coaching, and performance feedback.
9. Assist with HR-related projects as assigned.

Human Resources & Admin Executive Manager

Alnawab Restaurant LLC [10/01/2023 – Current]

City: Sharjah | **Country:** United Arab Emirates

1. Maintained employee records and HR databases, ensuring accuracy and confidentiality.
2. Assisted with the administration of employee benefits programs and facilitated communication between employees and benefit providers.
3. Prepared and distributed HR-related documents, including offer letters, employment contracts, and policy manuals.
4. Worked on Hr software, assisted in the development and implementation of HR policies and procedure.
5. Delivered exceptional customer experiences with genuine enthusiasm and professionalism during each interaction.
6. Assisted in the recruitment and training of new team members, fostering a positive work environment according UAE Labour Laws and Policies.
7. Maintained All company records and data throughout with Microsoft office and data keeping softwares and ledgers.

EDUCATION AND TRAINING

Bachelor's Of Commerce

Quaid-e-Azam University [01/09/2017 – 01/08/2019]

City: Islamabad | **Country:** Pakistan | **Website:** https://www.qau.edu.pk/ | **Level in EQF:** EQF level 6

LANGUAGE SKILLS

Mother tongue(s): Urdu | Panjabi; Punjabi | Hindi

Other language(s):

English

LISTENING B2 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office (Word , Excel and Power Point) / HRIS / Connect HR / MECHANO / Cubes / Acrobat / Adobe / Google Drive / One Drive / Social Media / Plus500 / Outlook / Social Media Advertisement / Gmail / Yahoo / Zoom / Skype / Whatsapp Business

My Software Skills

ORGANISATIONAL SKILLS

Management Skills

Management Skills

1. Accounting
2. Negotiation
3. Communication
4. Critical Thinking
5. Leadership
6. Data Management