

SABA WASEEM
HR & Admin Executive
AL-QOUZ DUBAI, UAE

C: (+971) 52 881 1603 | E: wsaba0065@gmail.com | Visa Status: Spouse Visa

PROFESSIONAL PROFILE

Results-driven and detail-oriented HR and Admin Executive with 15 years of experience in human resources management, administrative operations, and employee relations. Proven ability to streamline HR processes, enhance organizational efficiency, and foster a positive workplace culture. Skilled in recruitment, payroll management, compliance, and office administration. Adept at multitasking, problem-solving, and maintaining confidentiality in sensitive matters.

CORE COMPETENCIES

- Recruitment & Talent Acquisition
- Employee Onboarding & Offboarding
- Payroll Processing & Benefits Administration
- HR Policies & Compliance
- Performance Management
- Office Administration & Facilities Management
- Employee Engagement & Retention
- HRIS & Database Management
- Conflict Resolution & Employee Relations
- Strong Communication & Interpersonal Skills

KEY ACHIEVEMENTS

- Reduced employee turnover through the implementation of targeted retention strategies.
- Streamlined the recruitment process, reducing time-to-hire.
- Successfully managed payroll for employees with accuracy and compliance.
- Implemented a new HRIS system, improving data management efficiency.

PROFESSIONAL EXPERIENCE

HR & Admin Executive – Hexkode Technologies – Dubai, UAE.

April, 2021 – January 2025

- Manage end-to-end recruitment processes, including job postings, candidate screening, interviews, and onboarding.
- Oversee payroll processing, ensuring accuracy and compliance with local labor laws.
- Maintain and update employee records in HRIS systems, ensuring data accuracy and confidentiality.
- Develop and implement HR policies and procedures to align with organizational goals and legal requirements.
- Coordinate employee engagement initiatives, including training programs, team-building activities, and performance reviews.
- Handle employee grievances and mediate conflicts to maintain a harmonious work environment.
- Supervise administrative tasks such as office supplies management, vendor coordination, and facility maintenance.

- Ensure compliance with labor laws, health and safety regulations, and company policies.

Office Coordinator – Traveling Affairs – Multan, Pakistan.

June, 2009 – March 2021

- Supported daily office operations, including mail distribution, photocopying, and data entry.
- Assisted in onboarding new employees by preparing orientation materials and setting up workstations.
- Coordinated with IT support to resolve technical issues and maintain office equipment.
- Managed incoming and outgoing correspondence, ensuring timely responses.
- Updated and maintained databases, ensuring accuracy and completeness of records.

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)
- QuickBooks (Basic Proficiency)
- CRM Software
- Office Equipment (Printers, Scanners, Fax Machines)

TRAININGS & CERTIFICATIONS

- Professional in Human Resources (PHR)
- Certified Administrative Professional (CAP)
- Microsoft Office Specialist (MOS)

PROFESSIONAL QUALIFICATIONS

Masters in Management Sciences – 2025

BZU - Institute of Management Sciences, Multan

Bachelors in Business Management & Information Technology – 2009

BZU - Institute of Management Sciences, Multan

PERSONAL INFORMATION

Born: 17th February 1988, Multan, Pakistan (Nationality: Pakistan)

Marital Status: Married

Language: Fluent: English, Urdu.

Interests and Pastimes: Fitness Exercise, Movies & Travelling etc.

Mailing Address: Villa 13, Street 9, Al Qouz 4, Dubai UAE.