



# Muhammad Imran Khatiyan

## HR and Administration Manager

### Career Objective

Seeking a position as HR & Administration Manager in any reputed company where my extensive experience and workplace flexibility on work performance management can be utilized to further achieve organizational

### Professional Experience

#### **ADMINISTRATION MANAGER / GOVERNMENTS AFFAIRS (TAZIZ PROPERTIES) AJMAN, SHARJAH, DUBAI, UAE**

**(March 2024 - Present)**

Budgeting & cost controlling, Preparing lease & Property Management agreements, Ensure compliance with RERA regulations, Properties management 3<sup>rd</sup> parties AMC contracts, Prepare property owners monthly reports, Oversight and follow up customer services, Asses staff performances, Schedule appointments and meetings, supervise daily operations, supervise office equipment's supplies, supervise property management & maintenances, Organize and maintain Filing system (Both Soft copies & Hard copies) Support sales staff for marketing & social media tools and responsible for all Government matters, (legal cases, Employees Visa, Licenses renewals etc.)

#### **MANAGER HUMAN RESOURCES & ADMINISTRATION (BLUE LINE INDUSTRIES GROUP) ABU DHABI, DUBAI, UAE**

**(December 2021 - February 2024)**


Responsible Employer's all Companies Government matters  
Responsible 200+ Employees visa in and out processes  
Oversee daily factory and offices operations to ensure efficiency.  
Manage administrative tasks, renewal licenses, tenancy contracts.  
Coordinate with company's heads to maintain productive works.  
Supervise support staff and handle factory and offices procurement.  
Maintain all office files as soft and hard copies.  
Designed and implement SOP's for Employees and Organization.  
Factory operations and works including Employees Safety.  
Monitor & Supervise developing process, manufacturing SOPs.  
Supervise Employees & collaborating with the Department Heads.  
Planning, Coordinating & managing Organizational processes.  
Ensure smooth & efficient workflow as per designed policies.  
Provide Payroll and others to Finance/Accounts Department.  
Monitor outcomes & identify streamline workflows.  
Reduce overhead costs to improve profitability.  
Monitor & Organize sales team meeting & Trips & visa.  
Deals with all Govt. Departments & private Institutes on behalf of owner of the companies.

#### **HUMAN RESOURCE & ADMINISTRATION MANAGER (KHAMSA QADAM & CETA QADAM MORABAA REAL ESTATE MANAGEMENT SUPERVISION SERVICES)**


**(April 2015 - November 2021)**

Properties management  
Handling rent flow and organize repots for properties owners.  
All properties maintenance works supervision, 3<sup>rd</sup> party AMC's.  
Negotiate and final contracts for properties maintenances.  
Deal with Municipalities for defaulter tenant cases and leading cases on behalf of properties owners.  
All Government works related to licenses and Employees visa

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 United Arab Emirates  
Education

 **Master of Business  
Administration (MBA)**  
(Attested from MOFA UAE)

 **Bachelor of commerce**  
(Attested from MOFA UAE)

### Computer Skills

Microsoft Office (Word,  
Excel, Power point)  
Outlook  
Adobe Photoshop

### Languages

Arabic: Read Write Speak  
English: Read Write Speak  
Urdu : Read Write Speak  
Hindi : Speak

### Skills

- ✓ HR and Administration
- ✓ Government Departments
- ✓ Task Management
- ✓ Employees Relations
- ✓ Communication
- ✓ Services Management
- ✓ Stress Management
- ✓ Accounts & Budgets
- ✓ Leadership Management
- ✓ Team Player
- ✓ KPI's
- ✓ Problem Solving/Negotiation
- ✓ Planning & Organize
- ✓ Payroll