

TAHIR NASEEM

HR/Admin/Housing Manager

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Pakistan, Islamabad 



PROFESSIONAL SUMMARY

As an experienced HR/Admin/Housing Manager with over 15 years in the industry, I have a proven track record of successfully managing and leading teams to ensure efficient and effective operations. My biggest achievement has been streamlining the housing management process, resulting in a 20% increase in efficiency and cost savings. My attention to detail, strong communication skills, and ability to multitask have allowed me to effectively handle employee relations, payroll, benefits administration, and housing management. I am highly organized, and adaptable, and I have a strong understanding of employment laws and regulations. With my exceptional problem-solving abilities and strategic thinking, I can anticipate challenges and find solutions to improve overall organizational performance.

 rajatahirnaseem

EDUCATION

2022 - Now

BSc Hons - Business and Management

University of Bradford / United Kingdom, Bradford

2005 - 2007

Bachelor of Commerce

Al Khair University / Pakistan, Islamabad

SKILLS

- Human Resources Expert
- Recruiting Expert
- Project Management Expert
- Performance Management Expert
- Housing Management Expert
- Office Administration Expert
- Administrative Support Expert
- Office Operation Expert
- Time Management Expert
- Teamwork Expert
- Team Management Expert
- Organizational Skills Expert
- Communication Skills Expert
- Leadership Expert
- Problem-Solving Expert
- Decision-Making Expert

EXPERIENCE

2023 - Now

HR & Admin Manager

Dot Networks / Pakistan, Rawalpindi

As the HR/Admin Manager at Dot Networks, Pakistan, I am responsible for overseeing all HR & administrative operations within the company. This included hiring, training and managing a team of administrative staff, creating and implementing efficient processes, and ensuring the smooth running of day-to-day tasks.

Professional Responsibilities:

Recruitment and Onboarding: Oversee the full recruitment lifecycle, including job postings, candidate screenings, and interviews to ensure effective hiring and seamless onboarding processes.

Benefits Administration: Manage employee benefits programs, encompassing health insurance, retirement plans, and leave management, ensuring comprehensive coverage and compliance.

Employee Relations: Address and resolve employee relations issues by providing expert guidance and support to foster a positive work environment and enhance workplace morale.

Policy Implementation: Develop and enforce HR policies and procedures that align with organizational goals and adhere to legal standards.

Records Management: Maintain and update accurate employee records and HR documentation to ensure data integrity and compliance.

Training and Development: Coordinate and facilitate training and development programs designed to advance employee skills and support career progression.

Administrative Management: Oversee daily administrative functions, including scheduling, office organization, and procurement of supplies, to ensure smooth operational efficiency.

- Attention to Detail Expert
- International Recruitment Expert
- Flexibility Expert
- Multitasking Expert
- Microsoft Office Suite (Word, Excel, etc) Expert
- Data Entry/Analysis Expert

AWARDS

- Employee of the Year
- Employee of the Month

LANGUAGES

- English
- Urdu
- Punjabi

Strategic Support: Assist executive management with strategic planning and project coordination, contributing to organizational objectives and initiatives.

2023 - 2023

Recruitment Consultant

Scissett Recruitment Group Limited / United Kingdom, Huddersfield

As a Recruitment Consultant at Scissett Recruitment Group Limited in the United Kingdom from March 2023 to November 2023, I played a crucial role in connecting top talent with leading companies. With my expertise in candidate sourcing and strong communication skills, I successfully filled various positions across multiple industries. My passion for helping individuals find their dream jobs and supporting companies in building their teams made me an asset to the company.

Professional Responsibilities:

Candidate Sourcing and Screening: Identified and screened potential candidates for open positions to ensure a high-quality talent pool.

Interview and Assessment: Conducted interviews and evaluated candidate qualifications to determine suitability for roles.

Client Relationship Management: Developed and maintained strong relationships with clients to gain a thorough understanding of their hiring needs and preferences.

Offer Negotiation and Onboarding: Negotiated job offers and facilitated a seamless onboarding process to ensure a positive experience for new hires.

2021 - 2022

HR & Admin Manager

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2020 - 2021

Housing Officer

Bloom Education / United Arab Emirates, Abu Dhabi

As a Housing Officer at Bloom Education in the United Arab Emirates from July 2020 to July 2021, I was responsible for ensuring the smooth functioning of all housing facilities provided by the company. This included managing rental agreements, conducting inspections, and addressing any maintenance issues.

Professional Responsibilities:

Key Management: Oversee the management of 300 keys across various states in the UAE, ensuring efficient tracking and security.

Housing Security: Ensure that associates' housing is secure and that colleagues reside in a healthy and well-maintained environment.

Apartment Allocation: Allocate apartments to new arrivals, ensuring timely and suitable accommodation.

Maintenance Coordination: Coordinate with contractors and engineering teams to address maintenance issues within housing facilities.

FLS Equipment Management: Ensure that all FLS (Fire Life Safety) equipment is operational, and regularly maintained by contractors and that associates are informed of emergency procedures and assembly points.

Housing Search: Identify and evaluate potential new housing buildings to optimize cost savings for colleagues.

HOD and Assistant Apartments: Manage apartments for Heads of Departments and Assistants across different areas of Abu Dhabi, including maintenance, inventory management, pest control, and utility bill management. Negotiate new rental agreements with landlords or real estate agents three months prior to the expiry of tenancy contracts and advise the Head of Procurement accordingly.

Emergency Procedures: Ensure that all associates are familiar with emergency procedures and assembly points, coordinating with contractors as necessary.

Monthly Reporting: Prepare and submit a comprehensive monthly report.

2018 - 2020

Housing Coordinator (Pre-Opening Team)

Caesars Palace Blue Waters Resorts / United Arab Emirates, Dubai

As a part of HR & Housing pre-opening team at Caesars Palace Blue Waters Resorts in the United Arab Emirates from 2018-08 to 2020-05, I was responsible for recruitment and overseeing all aspects of employee housing. This included managing housing assignments, coordinating move-ins and move-outs, and ensuring the overall comfort and safety of our employees.

Professional Responsibilities:

Interview Scheduling: Coordinate and schedule interviews with candidates to streamline the recruitment process.

Appointment Letters: Prepare and issue appointment letters to successful candidates, ensuring clarity and accuracy.

Recruitment Agent Liaison: Interface with recruitment agents to facilitate effective hiring processes and address any related issues.

Visa Documentation: Prepare and process documentation required for the visa applications of new candidates.

Travel Arrangements: Organize travel arrangements for candidates, including logistics for their relocation.

Housing Management: Oversee housing assignments for over 1,000 employees, including coordinating move-ins and move-outs.

Policy Compliance: Ensure adherence to company housing policies, maintaining a high standard of compliance and efficiency.

Inventory Management: Prepare and manage inventory sheets for housing, including furniture, linen, housekeeping tools, and other essential items.

Apartment Allocation: Allocate apartments for new arrivals, ensuring appropriate and timely accommodation.

Room Inspections: Conduct regular spot checks on associate rooms to ensure they are well-maintained and cleaned to company standards.

Maintenance Coordination: Collaborate with contractors and engineering teams to address and manage major maintenance work in housing facilities.

2011 - 2016

Assistant Manager HR

Al Nafaq Transboring Est. / United Arab Emirates, Al Ain

During my time as an Assistant Manager HR at Al Nafaq Transboring Est. in the United Arab Emirates from 2011-03 to 2016-03, I was responsible for overseeing the human resources department and ensuring the smooth operation of all HR functions within the company. I also played a key role in developing and implementing HR policies and procedures, as well as managing employee relations and performance evaluations.

Professional Responsibilities:

Recruitment and Onboarding: Oversee the full recruitment lifecycle, including job postings, candidate screenings, and interviews to ensure effective hiring and seamless onboarding processes.

Team Supervision: Lead and mentor a team of two assistant executives, providing guidance and overseeing their performance. Responsible for their growth, training, and professional development.

Employee Data Management: Maintain and update employee records, ensuring accurate and secure filing of hard copy documents.

Onboarding Administration: Handle new employee medical and bank account arrangements, and issue appointment letters to newly hired candidates.

File Maintenance: Oversee the organization and management of employee files and company master data, ensuring data accuracy and accessibility.

Attendance Management: Utilize software to monitor and manage employee attendance, ensuring accurate tracking and reporting.

Leave Records: Update and maintain employee leave records within HRM software and physical files, ensuring compliance with company policies.

Travel Arrangements: Coordinate employee airfares and hotel reservations, ensuring cost-effectiveness and convenience.

Agreement Finalization: Finalize company agreements related to client and employee relations, ensuring clarity and mutual understanding.

Financial Oversight: Manage company accounts and handle payment processes, ensuring timely and accurate financial transactions.

2006 - 2008

HR Executive

Nayatel (Pvt.) Ltd. / Pakistan, Islamabad

As the HR Executive at Nayatel (Pvt.) Ltd., I played a critical role in managing the human resources function for this leading telecommunication company in Pakistan. During my time at Nayatel, I gained a deep understanding of HR policies and procedures, while also developing strong communication and leadership skills through my interactions with colleagues and employees.

Recruitment and Selection

- **Approval and Vacancy Management:** Secure approval for new vacancies and manage the overall recruitment process.
- **Interview Coordination:** Arrange and schedule interviews for candidates, obtaining final approval for hires.
- **Candidate Communication:** Contact candidates to schedule interviews and facilitate their participation.
- **Pre-Employment Procedures:** Organize IQ tests, medical examinations, and set up bank accounts for new employees.

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Appointment Issuance: Prepare and issue appointment letters to selected candidates.

- **Employee Records Management:** Create, update, and maintain employee files and company master data, and manage employee attendance using attendance software.
- **Leave Records:** Update and maintain accurate records of employee leave.
- **HR Support:** Assist the HR Manager with various tasks and administrative support.

Training and Development

- **Training Needs Assessment:** Conduct assessments to identify training requirements, desired performance standards, and current performance gaps for each department.
 - **Training Coordination:** Serve as the training coordinator for both in-house and external training programs.
 - **Market Analysis:** Perform market surveys and cost-benefit analyses of training providers, including comparison of training courses, costs, and trainer qualifications.
 - **Training Arrangements:** Organize and schedule regular in-house and external training sessions.
 - **Training Programs:** Develop and deliver training programs on HR policies, communication skills, customer handling, and other relevant topics.
 - **SOP Design:** Design and amend training Standard Operating Procedures (SOPs) such as certificate
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