

**ATHER SHERAZ DAR**

(M-HRM)

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Villa 83, Street 1 ,

Al-Reem- 3, Arabian Ranches,

Dubai, UAE

To obtain a position by utilizing my 15+ yrs, of HR Management/Operations and 6+ yrs of Administration (in Industry & Firm) experience as well disciplined, trustworthy & well respected professional with ability to work as team mate and as leader in the profession working with loyalty, ownership & dedication to **“GET THE JOB DONE”** To enhance the company's performance and employee satisfaction.

KEY SKILL AREAS:

Excellent leadership and management skills as a team player & a Leader

Strong communication and interpersonal skills

In-depth knowledge of HR policies and procedures

Good knowledge of employment laws and regulations

Strong analytical and problem-solving skills and can work under pressure

Ability to work independently and handle multiple priorities in a fast-paced environment.

EDUCATION:

- M-HRM from Virtual University of Pakistan
- B.A. from Karachi University
- B.B.A & Diploma in Textiles (Wet processing) from NTC& MI

WORKING SYNOPSIS

Ebrahim & Co.
Chartered Accountants

August 2011 to date May 2023

Senior Manager H.R. & Administration
Manager Human Resource & Admin
Assistant Manager Human Resource

AREAS OF RESPONSIBILITY**(Assisted – Managed - Developed & Oversee)**

- HR & Admin. Policy Management
- Talent acquisition/ Recruitment Process
- Employee life cycle Process
- International Secondment & off-Shoring
- Leave & Compensation
- Discipline management
- Payroll based on AMS
- Employee Benefits and Compensation
- Award & Reward programs
- Performance Management processes (Mentoring, Mid-year & Annual Appraisal)
- Employee engagement
- Work place Health & Safety
- Event Management (Planning - Execution)
- Coaching and guidance to Employees on HR-related issues
- Learning & Development (operational support) Conducted training and development programs for employees.
- Liaison with accounting bodies ICAP, ACCA, ICAEW
- Liaison with local Law governing bodies
- Liaison with travel agencies for Visa & immigration
- Administrative task - Develop and maintain relationships with key vendors and suppliers.
- Grievance handling and internal enquiries/investigations



Prime Safety Ltd.
2001 - 2011

**Assistant Manager H.R. & Admin.
Supervisor Personnel & Admin.
Personnel Assistant**

AREAS OF RESPONSIBILITY
(Assisted – Managed)

- Assisted the Personnel Manager in all aspects of the Personnel & Admin function.
- Conducted initial screening of job applications.
- Assisted in the development of Personnel policies and procedures.
- Assisted in the administration of employee benefits, compensation, and reward programs.
- Assisted in the conduct of training and development programs for employees.
- Managing Admin activities as and where needed like CCTV, safety and security canteen management
- Assisted in the management of Personnel data and production of reports.
- Ensured compliance with all relevant laws and regulations.
- Managing HR data and present reports as n when required.

PROFESSIONAL TRAININGS / COURSE:

- Team Building, Ethical Behavior, Email Etiquettes, Communication skills, managing deadline etc.
- First Aid / Causality, Basic Fire Fighting. Labor Laws
- Work place 5 - S Lean Workplace Tool (Sort, Set, Shine, Standardize, and Sustain)
- MS-Office (.doc, .xls/.csv, .ppt)

ACHIEVEMENTS:

Successful representations for BDO Pakistan to bring best Human Asset in firm

- 2022-23 Worked & Implemented HRIS-1 & 2 and AMS in BDO Pakistan
- 2020 People Excellence Award from BDO International (team effort) for Secondment
- 2020/21 Satisfactory Health and Safety measures on work place for post COVID controls
- 2014 Employee of the quarter at BDO
- 2010 Outstanding performer at PSL (now Midas Safety)
- 2010 HRMS inputs & support in PSL (now Midas Safety)

SPORTS:

(Strongly believe in team work and personal strengths)

- Swimming
- Football
- Cricket (hard-ball & Tape Tennis)

LEISURE ACTIVITIES

- Music/Movies and Reels

