

**ATHER SHERAZ DAR**

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Al-Reem- 3, Arabian Ranches, Dubai, UAE

www.linkedin.com/in/ather-sheraz-dar-6020a224**(Immediately Available)****PROFESSIONAL SYNOPSIS**

During my last 12 yrs, I demonstrated exceptional People management, Leadership, team building & Communication skills to manage the HR's core functions like Recruitment, Employee Relations & Retention, Strategies & Policies, H.R. Operations, Employees' life cycle, Payroll, C&B and Performance management and strong Administrative controls to manage office activities as, well self-disciplined, loyal & well respected Professional with ownership & dedication to "**GET THE JOB DONE**"

ACHIEVEMENTS

- Successful representations for BDO Pakistan to bring best Human Asset in firm by Multiple inductions & Job fairs in BDO (continuously from last 5 years)
- 2022-23 Successful Implementation of HRIS-1 & 2 & AMS in BDO
- 2020/21 Satisfactory Health and Safety measures on work place for post COVID controls
- Dec. 2020 People Excellence Award from for highest global Secondment in BDO
- Mar. 2018 won Toast Masters in BDO
- Jun. 2014 declared Employee of the quarter in BDO
- Nov. 2006 Exceptional performer at PSL (now Midas Safety)

EDUCATION

- MHRM from V U Pakistan
- B.A. from Karachi University
- B.B.A from NTC& MI

TECHNICAL SKILLS

- HR Operations
- Recruitment
- Employee Relations
- Payroll Management
- Performance Management
- Life Cycle Management
- Policy Formulation
- Administration Management
- HRIS & AMS

PROFESSIONAL SKILL

- Loyalty & Dedication
- Time Management
- People Management
- Leadership
- Communication
- Analytical
- MS Office
- Event Management
- Timely Decision



SNR. MANAGER H.R. & ADMIN. (Aug. 2011 to May 2023)

HUMAN RESOURCE OPERATIONS

- Employee Life Cycle Process through HRIS
- Employee Relations, Engagement & Retention
- Employee Benefits and Compensation
- HR Policy formulation, implication & compliance
- International & domestic Secondment & off-Shoring
- Daily Employee meetings & Disciplinary procedures
- Training & Development soft skills & support
- Grievance handling and internal enquiries/investigations
- Monthly Payroll and all other HR activities

RECRUITMENT / TALENT ACQUISITION

- Manage end-to-end recruitment processes, including job postings, screening, interviews, reference checks, and job offer negotiations for acceptance and onboarding activities includes orientation and walk through.
- Executive search aligned with organizational goals & talent needs & maintain pool of talent for quick hire

PERFORMANCE MANAGEMENT

- Award/Rewards & Mentorship, Mid-year and Annual Appraisal Process up to increment finalization (PDP)

ADMINISTRATION & EVENT MANAGEMENT

- Administrative Operations & office Facilities Mgmt.
- Car fleet management and Event Management
- Maintain relationships with vendors and suppliers.
- Liaison with law & accounting bodies & immigration
- Work place Health & Safety, post COVID.



Prime Safety Ltd.

ASSISTANT MANAGER H.R. & ADMIN.

Oct. 2001 - Feb 2011

(Assisted – Managed)

- Assisted the Personnel Manager in all aspects of the Personnel & Admin function.
- Conducted initial screening & initial interviews of job applications for Hiring Manager
- 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 outbound 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
- Ensured compliance with all relevant laws and regulations
- Managing HR data and present reports as n when required
- HRM system (attendance and payroll) support

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SPORTS & LEISURE

ACTIVITIES

Swimming, Cricket and Football
Music, Movies and Reels

SOCIAL LINKS

<https://www.linkedin.com/in/ather-sheraz-dar-6020a224>

PERSONAL DETAILS

- Jul 26, 1977
- Male , Married
- AE7995222

LANGUAGES

- English (Proficient)
- Urdu & Punjabi (Native)

PROFESSIONAL TRAININGS / CERTIFICATES

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|--|-----------------------|
| • HRIS-1 & 2 and AMS (in-house) | 2022-2023 |
| • Stress and Time Management | Dec. 2022 |
| • Global BSO Conference | Sep. 2022 |
| • Time to Lead in new reality | Nov. 2020 |
| • First Aid & Basic Fire Fighting | Mar. 2006 & Oct. 2010 |
| • Labor Laws (an updated course) | Feb 2009 |
| • MS-Office (.doc, .xls/.csv, .ppt) | Sep. 2000 |
| • Ethical Behavior, Email Etiquettes, Managing deadline (in-house) | |

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