

Naveed Akhtar



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Nationality: **Bahraini**

Personal Statement

A highly motivated and result oriented HR and Administration personnel having more than ten years of valuable experience in leading and developing successful team. I have successfully implemented HR policies and procedures. I am presently looking for position in HR & Administration with a forward thinking company where I can excel, deliver & achieve my potential. I am diligent and methodical in my work and consistently meet deadlines. I am friendly, easygoing person who has ability to work well in a team or independently 'can' do attitude, always excited about a new challenge, I consider myself to be reliable, highly dependable, and maintain the highest professional standards.

Skills

Management

Training
Team building & Motivation
HR regulations
Decision making
Managing People
Effective delegation
Conflict resolution
Redundancy

Personal

Attention to detail
Ability to meet deadlines
Presentation skills
Problem solving
Analytical mind
High levels of integrity
Negotiating
Training & leadership

Technical

Multitasking
Dealing with grey
Discrete and ethical
HR Microsoft Dynamics
Quick books
Xero - payroll
Sage Core Time
Breath HR

Employment

HR Manager

Cyprus Cybarco Tabet JV W.L.L

June 16 – to date

- Developed and implemented Human Resources policies and procedures in line with Bahrain Labour Law.
- Liaised and handled LMRA applications for new visa processing, work permit renewals / cancellations, mobility etc.
- Liaised with GOSI and Ministry of Labour for new Local registrations.
- Prepared and maintained employee Offer letters and Employment Contract after probationary period.
- Developing and maintaining recruitment and selection process from Bahrain and Abroad.
- Liaise with Chief Accountant for the correct preparation of the payroll with particular attention to overtime/leave settlement and other allowances.
- Registering addresses and booking appointments for new CPR cards issuance.
- Keeping track of new staff's enrolment at LMRA and medical appointment dates.
- Monthly HR Analysis reports for Directors review.
- Searched and secured worker's accommodation premises inclusive of associated furniture and equipment.
- Formulated policies related to people management.
- Submitted and discussed issues related with HR /Administration matters to the Directors.

HR & Administration Manager

Jennings O' Donovan & Partners (JOD), Bahrain

Jan15 – April 16

- Managing recruitment and selection process to ensure company recruits and selects the right candidates.
- Reviewing staff employment contracts before they are issued out.

- Developed and implemented HR policies and procedures in line with the Bahrain labour laws.
- Liaising with LMRA in relation to visas, work permits and terminations.
- Liaising with MOL and GOSI in relation to registration.
- Preparing payroll, leave functions and transferring salaries to staffs
- Worked closely with Director in relation to vendors, insurance, property lease.
- Liaising with the contractor/suppliers in relation to office equipment, printers and office supplies.
- Preparation and maintaining employee contracts
- Ensured staff members are informed/kept up to date with HR policies and procedures.
- Keeping the employee handbook updated and current.

**HR and Administration Manager
Promotion InMotion W.L.L (PIM), Bahrain**

Jan 13 – Dec 14

- Supervised and calculating the salaries of contracted staff and freelancers, keeping record of all the contracts.
- Handling HR & financial task such as overtime payments, full & final settlements of employees, visa related issues, applying new work permits, renewal of work permit etc.,
- Formulating policies related to people management, attraction, deployment and development to build a positive and performance-oriented culture in the company.
- Interacted with various levels of authorities, board of directors and outside representatives.
- Designing appropriate organizational structure
- Reviewing and updating organisation chart
- Ensured job descriptions are designed, reviewed/updated as necessary
- Ensured personal profiles are reviewed/updated as necessary
- Ensure IR incidents are managed professionally and in accordance with Bahrain legislation
- Managing staff tribunal and complaint cases

**Senior Payroll Officer
Zareef Kahloon & Company - London**

May 07 – Nov 12

- Preparing weekly & monthly payrolls.
- Organising new starters and leaver documents.
- Calculating holiday pay for employees according to working time directives.
- Completed P45s, P46s, P14s, P60s, P35s.
- Ensured company benefit programmes i.e. medical care, pensions, bonuses are managed effectively.
- Dealing with payroll matters for staffs.
- Handle any queries with regards to the PAYE scheme.
- Manage systems and suggests changes/upgrades as and when required.
- Process monthly payroll and controls-related tasks.
- Serve as the focal point for escalation of payroll issues.
- Manage benefits administration, e.g. enrolments and guidance to employees.
- Provide HR administration support to line managers and HR department.
- Proactively provided improvement and suggestions for the current processes.
- Assure delivery of accurate HR related reports whenever required

**Payroll Officer
MITIE Group - London**

Jul06 –Apr07

- Processing and maintaining monthly payroll using ADP Freedom and HR.net
- Calculating payments for Contractual Change forms, Starters, Leavers
- Capturing any loan deductions / general deductions
- Knowledge of processing P45, P60's
- Processing pension payments, Auto Enrolment for both Government and Company pension schemes
- Processing and checking of variable data entered directly into ADP Freedom
- Overseeing the payroll department in absences
- Audit checks of three systems and employee data

Administration Officer (part time)
AM Accounting Services - London

Aug 03 – Jun 06

- Typing duties
- Reception duties to include meeting and greeting
- Photocopying, filing and faxing
- Open and sort mail
- Deal with telephone calls and transfer accordingly

Office Administrator
Hisham Abdul Rehman Jafer (H.A.J)
(Seconded to Bahrain Defense Force)

Aug 98 – Sept 99

- Scanning engineering documents, all correspondence.
- Typing letters to the consultants and contractors involved in the project
- Maintaining and ordering stationery for site office.
- Sorting and distributing incoming post and organizing and sending outgoing post;
- Photocopying and printing various documents
- Dealing with telephone and email enquiries;
- Maintained and created e-filing and manual filing system for site office.

Education

MSc International Banking and Finance

London South Bank University - London, 08

Post Graduate (PG) Diploma in Management

University of Leicester – London Campus 06

Diploma in Software Engineering

Global Institute, Bahrain, June 98

Higher Secondary School Certificate and Secondary School Certificate
HSSC I & II, SSC

Urdu School, Bahrain 96

Personal Details

Marital Status	: Married (2 Kids)
Languages Known	: English, Arabic, Punjabi, Urdu and Hindi
Driving License	: Private Car License
Contact Number	: 00973 – 34436505 / 17786158
Nationality	: Bahraini

References Available On Request