

Faiza Akhtar Mohammad Asghar

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Nationality: Bahraini



Work Experience

Cyprus Cybarco Tabet JV W.L.L

HR Specialist

April 2016 – May 2019

- 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.

Gulf University

HR Manager

April 2015 – Mar 2016

- Administering overall HR related Jobs, documentation, such as contracts of employment.
- Ensure the relevant HR database is up to date, accurate and complies with legislation
- Assist in the recruitment process
- Liaise with recruitment agencies
- Set up interviews and issue relevant correspondence
- Provide both HR-specific and general administrative and secretarial support,
- File employee-related documents, answer department telephones, relay messages and Distribute information to employees.
- Provide direct support to executives by scheduling meetings and appointments
- Making travel arrangements and processing expense reports.
- Editing documents and presentations, entering and updating employee information Into company databases.
- Explain company policies and procedures to employees.
- Perform payroll and timekeeping functions, handle essential recruitment tasks,
- Including posting job openings, reviewing resumes, calling candidates and scheduling Interviews.
- Management and distribution of all incoming communication
- Assisting / supporting the HRM for day to day operations
- Managing tickets for national and international travels and also responsible for
- Obtaining necessary Visa whenever required.
- Monitoring the receivables and managing timely recovery of payment in coordination
- With bank / Customers in coordination with Finance Department.
- Entrusted with the task of maintaining data base of all employees, and preparation of Various Forms
- Take part in enterprise bargaining talks where employees, management and unions
- Discuss the development of specific work arrangements and conditions (pay and hours)

Ishrat Construction and Properties

HR & Administration Manager

Jan 2014 – Mar 2015

- Responsible for all the formalities of new joiners Bahrainis and Expatriate such as (CPR, GOSI, Contract, work permits local transfer visa and overseas employees.
- Renewal of contracts for all the employees.
- Using bespoke system to enter all the data for the employees
- Processing the salary increments and issuing the letters

- Preparing bank letters and salary certificate for the employees
- Preparing weekly HR report
- Issuing release letters for expatriates
- Booking air ticket for the employees
- Other side duties.
- Preparing sick, absent, overtime and leave reports for the management as and when required.
- Attend to staff requests and queries and liaise with the concerned to address their issues.

Kumon W.L.L.
HR & Personnel Manager

Oct 2013 – Dec 2013

- Perform staffing related issues such as, understaffing, refereeing disputes, employee termination or suspension and disciplinary actions.
- Perform new employee orientation to make them ready for the job on all counts.
- Serve a connection between management and employees by handling question, demand etc.
- Maintain records and gather reports about personnel related data such as hiring,
- Take care of personnel labour relation activities.
- Task to make the most of every employee and bring out the best in each of transfers, Performance evaluation, attendance etc.them to serve the better.
- Every employee is an asset to the company and maintain these assets in vital for its growth.

Bahrain Financing Company (BFC).
HR Officer

Mar 2011 – to Sept 2013

- **Induction and Orientation Program:** To design and implement an induction program to all new recruits, this includes a systematic mobilization process.
- **HR Branding:** Created awareness among employees on the value addition of a HR Team, thereby bringing in greater support from employees.
- Incorporated various HR Tools that attracts, promotes, inspires, motivates and retain employees. Some of them are appreciation certificates, recognition policies, motivational workshops, mile stone achievement events, birthday cards, fringe benefits and employee / team picture books etc.
- **Organization culture:** Foster healthy work culture based on performance vs. recognition & rewards. Promote a congenial-stress free work environment where employees are encouraged to be more productive.
- **Performance Management Reviews:** To manage and conduct the Performance Appraisals for employees.
- **Standardized HR System:** Developed standard documentation for the HR Operations standard employment contracts, recruitment forms, presentations, corporate communications etc.
- To handle all employee disciplinary issues and redresses grievances, to ensure fairness and create a positive work culture. Encouraged employee engagement in various functions of the business.
- Introduced rewards scheme – employee monthly recognition scheme, employee birthday cards etc.
- **Supporting** HR Manager in all activities related to HR (resignation, processing leave pay, recruiting, and contracts.
- Dealing with all legal documentations and payment of fees (**GOSI, CPR, Uniforms etc.**)
- Preparing bank letters and salary certificates for employees
- Booking hotels and flights for candidates coming from abroad hired by BFC.
- Processing work permit applications for expatriates
- Interviewing new candidates for different positions with their Head Department
- Creating new IDs and time attendance logins for new starters.

Noor Specialist Hospital
HR & Admin Manager

May 2010 – Feb 2011

Recruitment & Selection:

- I was responsible for overseeing recruitment activities and supervision of one recruitment coordinators.
- To be responsible for salary negotiations with new recruits based on the Job Grading Structure.

Compensation & Benefits, Policy Administration:

- Engage in group HR meetings, accelerate and improve-strategic HR decisions. Ensure consistency and alignment across the region; sharing of good practices, identification of common HR goals and objectives. To mentor and train the new HR Coordinators across the group and reduce the service time for HR operations.

- Conducted an Employment Engagement Survey and prepared an action plan for future operations.
- Resolved the pending Travel Claims of many employees and aligned their benefits in line with the newly introduced travel policy.

Euro Motors - Zayani Group **HR Admin - Group Recruitment**

Jan 2008 - Jan 2010

- Revamped the recruitment and selection process and introduced a variety of hiring systems & procedures, which gave recruitment a new direction.
- Identified the most efficient and economic sources for hiring which significantly reflected the HR Budget.
- Brought in a cultural change by hiring various nationalities and encouraged a multi-cultural working environment. Recruited several Bahrainis to Nationalization (Bahrainisation) process.
- Issuing appointment letters, NOC and salary certificates.
- Preparing and organizing necessary travelling arrangements for all departments.
- Calculating and preparing overtime sheets for all employees.
- Developed the Company's first Incoming CV format and various Forms like Hiring Checklist, Manpower Request Form and Manpower Requirement Status, which brought in uniformity and shortened the hiring span.
- Designed the Companies first Training Checklist, Training Assessment Forms, In house proposals Comparisons Format etc.
- Organized overseas interviews.
- Coordinated many Training Programs within a short span which was well appreciated.
- Contributed significantly to the Annual HR Review which reflected the HR operations in the region.

Educational Qualification

❖ Allama Iqbal Open University B.A (Business Administration)	2003 - 2006
❖ Pakistan Urdu School HSSC I, II, SSC	1991 - 2003

Trainings

- * Performance Management – workshop (2012)
- * Time Management (2011)
- * Microsoft Excel, Word – intermediate stages (2013)
- * Completed course on Typewriting

Computer Skills

Intelligence for Generating Advance Computer Education
(Microsoft Outlook, Word, Word publisher, Excel & PowerPoint).

Personal Details

Contact number	: 33628277
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Date of Birth	: 28th January 1983
Marital Status	: Single
Language Known	: English, Urdu, Punjabi & Arabic
Nationality	: Bahraini