

# AMJAD KHAN

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## PROFESSIONAL SUMMARY: GALLUP STRENGTHS (FUTURISTIC, LEARNER, FOCUS, ANALYTICAL, ACHIEVER, STRATEGIC)

Strategic HR Talent Partner with 11+ years UAE healthcare experience. I am an expert in medical recruitment, talent management, and aligning HR with business goals. Proven success in managing recruitment projects for new healthcare facilities in Abu Dhabi, Dubai, Al Ain, and Sharjah. Skilled in end-to-end recruitment, onboarding, and integration of healthcare professionals.

## UAE SPECIFIC KNOWLEDGE

Emiratization	UAE Labor Laws	Recruitment and Talent Attraction	Healthcare Regulatory Compliance
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## CORE COMPETENCIES

Hiring Niche Clinician Profiles globally	UAE Medical Licensure	Liaise with UAE Healthcare Regulatory Authorities	PSV Verification and PQR Expert
Regional and international Talent Attraction Strategies	Tangent Sourcing	Strategic Talent Acquisition	Data Analysis and HR Metrics
Oracle ERP Suite 16	SAP Success factors	Icims	Xref
Applicant tracking system	LinkedIn Recruiter	Microsoft office Suite	Projects and HR Operations

## PROFESSIONAL EXPERIENCE

<b>Mediclinic Middle East, Corporate HR, Dubai</b>		<b>Partner, Talent Acquisition</b>	<b>July 2024'- Jan 2025'</b>
<b>Role</b>	<ul style="list-style-type: none"><li>Leading the talent acquisition for Mediclinic City Hospital and its cluster clinics. (280 Bedded Multispecialty Hospital in Dubai Healthcare City and its clinics – Dubai Mall, Mediclinic Al Sufoh, Bourn Hall fertility Clinics, Mediclinic Creek Harbour, Mediclinic Al Barsha Dialysis Centers)</li><li>Executed full-cycle recruitment for all roles, achieving a 90% offer acceptance rate</li><li>Managed 120+ requisitions, in 6 months of tenure - including corporate roles, consultant physicians, and nursing and other allied health staff.</li><li>Recognized by the Hospital Director and Senior Leadership for rapid recruitment solutions.</li></ul>		
<b>Mubadala Health, Corporate HR, Abu Dhabi</b>		<b>Officer, Talent Acquisition</b>	<b>March 22'- May 2024'</b>
<b>Role</b>	<ul style="list-style-type: none"><li>Managed the recruitment requisitions for major healthcare assets of Mubadala Health (Danat Al Emarat Hospital, Imperial College London Diabetes Centre, Healthplus Fertility &amp; specialty Centres, Healthpoint Hospital, Moorfields Eye Hospital, Mubadala Health Dubai, National Reference Laboratory, Capital Health Screening Centre)</li><li>Developed recruitment strategies for multiple healthcare facilities with a focus on Emiratization.</li><li>Spearheaded onboarding and integration processes to ensure retention.</li></ul>		
<b>Automation initiatives</b>	<ul style="list-style-type: none"><li>Spoc for implementation of ICIMS for recruitment and onboarding</li></ul>		
<b>Compensation and benefits strategy</b>	<ul style="list-style-type: none"><li>Advised competitive compensation and benefits packages to attract and retain top talent aligning with market trends and organizational goals</li></ul>		
<b>Recruitment marketing</b>	<ul style="list-style-type: none"><li>Partnered with global recruitment marketing agencies like symphony talent to advertise clinician roles in targeted markets.</li></ul>		

<b>Burjeel Specialty Hospital, Sharjah</b>		<b>Sr. HR Officer</b>	<b>August 2018' - August 2020'</b>
<b>Role</b>	<ul style="list-style-type: none"><li>Strategic Recruitment Planning: Spearheaded innovative recruitment strategies for a new 100+ bed multi-specialty tertiary hospital in Sharjah, targeting the acquisition of highly skilled medical talent from Dubai, the Northern Emirates, and internationally.</li><li>Streamlined Onboarding: Designed and executed a comprehensive onboarding and induction program for 55+ FTE Physicians (CBD and RSD), and over 200+ FTE across all hospital departments.</li><li>Clinician Privileges Optimization: Streamlined clinician privileges management processes, enhancing patient care delivery.</li><li>Contract Management: Negotiated and issued employment offers, maintained a comprehensive contract database, and managed physician documents (licensing, surgical logbooks, etc.) for regulatory compliance and audits.</li><li>Innovative Networking Strategies: Leveraged professional networking platforms like LinkedIn to expand the network of potential physician candidates within the UAE and internationally. Enhanced relationships with global recruitment agencies specializing in hiring niche medical profiles.</li></ul>		
<b>Physician Integration Program</b>	<ul style="list-style-type: none"><li>Implemented a physician integration program, enabling licensure from DHA, DOH, and MOH. This improved physician mobility and streamlined procedures, enhancing patient care and operational efficiency.</li><li>Strategic Centralization of Recruitment Services: (Recruiting in-house doctors to practice within company-owned facilities)</li></ul>		
<b>Stakeholder management and team</b>	<ul style="list-style-type: none"><li>Collaborated with business entity leads, medical directors, department heads and peer physician recruiters and HR business partners.</li><li>Managed a team of three direct reports, overseeing best recruitment &amp; HR practices</li></ul>		
<b>Burjeel Royal Hospital, Al Ain</b>		<b>HR Officer</b>	<b>January 2018' - August 2018'</b>
<b>Role</b>	<ul style="list-style-type: none"><li>Healthcare Talent Attraction: Conducted market research to attract high-caliber physicians, achieving 100% in-house recruitment and eliminating agency costs.</li><li>Onboarding &amp; Compliance Expert: Spearheaded the onboarding process for 200+ FTE, ensuring timely joining and overseeing medical licensure, visa regulations, medical malpractice, and health insurance processes for doctors and eligible dependents.</li><li>Offer &amp; Contract Management: Managed contracts, including 80+ CBD and RSD physician contracts and offers.</li><li>Employee Retention: Played a pivotal role in retaining top physicians in a highly competitive environment.</li><li>Recruitment Event Planning: Organized and participated in career fairs, medical conferences, and other recruitment events to promote the hospital and attract high-quality physician candidates.</li><li>Handling complete HR operations for a new entity – entry to exit HR services</li></ul>		

TUV SUD Middle East, Dubai (Corporate Office)		HR Administrator/ Coordinator	February 2016’ - December 2017’
Role	<ul style="list-style-type: none"><li>Orchestrated comprehensive HR functions for TUV SUD Germany's Middle East headquarters, reporting to the Head of HR and CEO.</li><li>Directed recruitment efforts, resulting in the hiring of 150+ employees annually, meeting organizational growth targets.</li><li>Managed HR shared services, streamlining processes and reducing administrative costs by 20%.</li><li>Handled entry-to-exit formalities for 50+ employees annually, ensuring compliance and efficiency. Business presence was in 6 ME countries and 16 branches.</li><li>Implemented SAP- OM project across the group offices in the Middle East and organized leadership training programs</li></ul>		
Prime Hospital, Dubai (Corporate / Hospital HR)		HR Executive	February 2014’ - February 2016’
Role	<ul style="list-style-type: none"><li>Strategic HR for a brand-new 100+ bedded multi-specialty hospital in Dubai</li><li>Led recruitment &amp; Clinical hiring: Developed recruitment strategies to attract high-caliber medical talent from Dubai and the international market. Onboarding 400+ FTE staff across all levels</li><li>Comprehensive market analysis: Conducted detailed market research to identify and engage top talent, resulting in 100% in-house recruitment and eliminating the need for external recruitment agencies.</li><li>HR Operations exposure: Effectively delivered exceptional HR operational support to the new entity – spearheaded probationary confirmations, annual appraisal, employee engagement activities, conflict resolutions, disciplinary proceedings, and exit formalities.</li></ul>		
First direct, HSBC Bank, Hyderabad, India		Banker	July 2011’ - November 2013’
Role	<ul style="list-style-type: none"><li>Proficient in managing global payment processing operations for HSBC, navigating through 11+ queues and coordinating payments across 160+ countries with strict time zone deadlines.</li><li>Spearheaded global payment processing for first direct customers, leveraging cutting-edge systems such as EDGE, CITRIX, GPS, and EFTs to ensure swift and accurate transactions.</li><li>Demonstrated mastery in crafting debit letters, maintaining meticulous documentation standards, and upholding</li></ul>		
EDUCATION & CERTIFICATION			
2014-17	MBA (HR and Finance)	Osmania University	59%
2008-2011	Bachelor’s Degree In Commerce	St. Mary’s Centenary Degree College	72% (Distinction)
SOFTSKILLS			
Stakeholder management	Team player and leadership	Diversity and inclusion advocacy	Conflict resolution
GREENFIELD PROJECTS			
Feb 2014- 2016	Prime Hospital	A 100+ bed multi-specialty healthcare facility in Dubai offering comprehensive medical services.	Dubai
Jan 2018- Aug 2018	Burjeel Royal Hospital	A 120+ bed multi-specialty tertiary care hospital	Al Ain
Aug 18- Aug 2020	Burjeel Specialty Hospital	A 100+ bed multi-specialty tertiary care hospital	Sharjah
Apr 22- Apr 2023	Healthplus Fertility Centres	Specialized facilities in the UAE offer advanced fertility treatments and reproductive healthcare services.	Abu Dhabi and Al Ain
BROWNFIELD PROJECTS			
2023	Expansion of renal care service line for Imperial College London Diabetes Centre		Abu Dhabi