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## Academic History

MBA degree in  
Human Resource  
Management  
institute of imperial  
college of business  
studies Passing  
grade (A) 2018

Bachelor's degree  
in commerce.  
(B.COM) Punjab  
University of  
Pakistan,  
Year of Passing  
(2012) 2nd Division

## Professional Training

### HR Training

(HRM,HR Operation,Talent  
Acqustion,Labor law,Employee  
Relation,Performance Management)

Oracle Cloud  
Infrastructure

Leadership  
Training

Professional  
Ethics

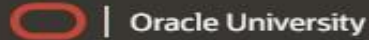
CPB Training  
Of AAPC

Auditing

Conflict  
management

HIPPA  
Certified

Faisal Rafique  
HR Specialist  
IQAMA Transferable  
Immediately Jonning



## Professional summary:

A highly astute and dedicated Human Resources professional with over **8 years** of experience in HR management, including **3 years** in the GULF Country. Demonstrates a steadfast commitment to providing exceptional support to management in fostering the growth and development of human resources across diverse organizations. Proven expertise in designing and executing comprehensive training programs aimed at optimizing employee performance and capabilities. Adept in managing various HR functions, including recruitment, performance management, employee relations, and compliance. Proficient in utilizing government portals such as Muqem, Qiwa, GOSI, and Mudaad, ensuring efficient handling of employment-related processes and regulatory compliance. Possesses advanced proficiency in software applications, including MS Office, Office 365, Oracle, JISR, ECW, Advance MD, Health Fusion, Sequel Med, and Outlook. Renowned for exceptional organizational, interpersonal, and time management skills, consistently excelling in detail-oriented, deadline-driven environments while ensuring the successful achievement of organizational objectives.

## Professional Working Experience



### Albawani construction company

HR Admin Specialist

HR Department

06-OCT-2024-To Continue

### Job Description & Responsibilities

- Defined job specifications and descriptions, and oversaw the sourcing, screening, and interviewing of candidates.
- Coordinated with hiring managers to finalize candidate selection and facilitated the approval process for job offers.
- Supported overall HR operations by preparing and submitting weekly and monthly HR & Admin reports to the Project Director.
- Prepared official memos addressing attendance, office time, dress codes, and other administrative requirements.
- Assisted in ensuring compliance with company policies and contributed to the drafting of standard operating procedures (SOPs).
- Coordinated meetings, appointments, and travel arrangements for HR and administrative staff.
- Prepared and submitted reports, presentations, and other essential documentation in a timely manner.
- Ensured the efficient coordination between internal departments, optimizing workflow and meeting organizational objectives.
- Utilized government portals such as Muqem, Qiwa, Mudad, and WPS for the management of employee records, work permits, and payroll compliance
- Ensure the timely renewal of Iqamas, collaborating with Government Relations Officers (GROs) to manage expirations and contract updates

Documentation	Recruiting
Training and performance management	Zoho Recruit
Labor law	Payroll
Generate Weekly and Monthly Report	Monthly collection and analysis Report
Database System	Documents Management System
Documents Distribution	Project Management
Documents Checking	Documents Maintenance
Project Documentation	MS Word, MS Excel
Meeting Notes	Meeting Agenda

### Technical Skills

- Jisr
- ZKTeco
- Oracle
- Office 365
- ECW
- Kareo
- Advance Md
- Sequel MED

- Processed new Iqamas (Almeer Visa) by overseeing medicals, document submissions, and Absher registration.
- Reviewed and approved employee leave applications, coordinating replacements as necessary to maintain operational efficiency.
- Managed local transfers through QIWA and MOL Muqem portals, overseeing sponsorship fees, approvals, and Iqama printing.
- Maintained up-to-date and accurate employee records in the ERP system, ensuring the correct scanning and uploading of all required documents.
- Processed vacation requests, calculated leave benefits, and computed End-of-Service Benefits (EOSB) in accordance with company policy and labor regulations.
- Acted as a liaison between clients and the company to ensure high standards of service excellence and client satisfaction.
- Facilitated communication between project teams and the central HR department, ensuring alignment and effective collaboration.
- Consolidated monthly attendance and overtime records from various projects and the head office.
- Reviewed overtime justifications, verified adjustments, and submitted finalized attendance sheets to the Finance department for payroll processing.
- Addressed payroll-related inquiries post-processing, including deductions and additions, ensuring prompt and accurate responses
- Processed final settlements, including tickets and ERE visas, ensuring timely and accurate documentation.
- Managed employee resignation requests, conducting exit interviews and processing experience letters, final settlements, and other necessary documentation.
- Oversaw the termination process, ensuring compliance with company policies and legal requirements.
- Developed and maintained comprehensive employee databases in both physical and electronic formats, utilizing ERP systems to ensure efficient record-keeping and accessibility.
- Facilitated seamless access to employee data for project support divisions to fulfill requirements such as TAR, Client ID, and related documents.
- Arrange travel itineraries and accommodations for executives.
- Prepare meeting agendas and coordinate logistics, including catering arrangements.
- Manage office services such as records management, departmental finances, budget preparation, and personnel matters
- Review and analyze incoming memos, submissions, and reports to prioritize and distribute accordingly.
- Attend meetings to record and distribute minutes.

### **DR FARIS ALHADDAJ HOSPITAL**

#### **HR Specialist**

#### **HR Department**

**05<sup>th</sup> August 2023 to 06-OCT-2024**

#### **Job Description & Responsibilities**

- Structured and implemented programs and policies in training, compensation structures, benefits packages, incentives, and new employee orientation
- Prepared HR policies including employee files, job descriptions, orientation policies, employee relations, performance appraisals, annual leaves, holidays, staffing plans, passport/iqama policies, probationary periods, and personnel management.
- Developed accommodation policies and communicated them with the accommodation management for implementation.
- Prepared policies in accordance with the Ministry of Health (MOH) and CABHI regulations.
- Received employee documents as per MOH requirements.
- Prepared contracts in compliance with Saudi labor law and liaised with the legal department for review and approval.
- Managed and updated employee IQAMAs via MUQEEM.



- Handled fiscal and calendar year-end processing of payroll, including the calculation of taxes, compensation, and deductions.
- Updated employee data in the JISR system.
- Managed employee records, ensuring they are accurate and up to date.
- Expertise with GOSI, QIWA, MUQEEM, and all other relevant HR and government portals.
- Managed the recruitment process, including sourcing, screening, and interviewing candidates for various roles.
- Coordinated and conducted onboarding sessions for new hires, providing them with essential information about company policies, procedures, and culture.
- Assisted with payroll processing and benefits administration, ensuring timely and accurate payments.
- Prepare the meeting notes and forward to senior management
- Prepare the attendance report (daily, weekly and monthly) and forward it to the account department
- Maintain accurate and up-to-date employee records in our file management
- Check the employee's insurance by use of Tameeni
- Prepare the Equipment agreement and sign from the employees
- Prepare the agreement on Qiwa
- Change employee professional on Qiwa
- Prepare the attendance by the use JISR and updated on daily basis
- Prepare the offer letter of candidates

**ABCO Trading Company**  
**Senior HR Executive**  
**HR Department**



**10th May 2023 To 1st Augst 2023**

#### Job Description & Responsibilities

- Monitoring and managing all HR operations
- Updating information related to employees and dealing with their complaints and inquiries.
- Preparing specialized documents and reports related to the field of human resources operations.
- Implementing recruitment activities, financial benefits, promotions, follow-up, discipline, leave, transfer, secondment, assignment, termination of service, and contracting within the entity.
- Assist in performance management processes and employee evaluation.
- Building positive and collaborative relationships with different departments and divisions.
- Prepare the time sheet and forward it to the accounts department
- Prepare the payroll sheet and forward to senior management for approval
- Prepared the leave record of the employee
- Prepare the transfer letter before the departure the employee
- Arrange the meeting among the department to resolve the conflict
- Prepare the meeting agenda and meeting notes
- Coordinate and conduct onboarding sessions for new hires, providing them with essential information about company policies, procedures, and culture

**PRG**  
**Lead HR**  
**HR Department**



**21st Dec-2020 To 28th April 2023**

#### Job Description & Responsibilities

- Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives, and new-employee orientation.
- Wrote employee manual covering company polices disciplinary procedure, code of conduct and benefits information.
- Responsible for arranging the meeting between the departments as well preparing the meeting agenda
- Provided informal guidance to co-workers and back-up support in the absence of others.
- Responsible for meeting presentation and share the slides while the meetings.
- Ensuring employee termination and exit matters are handled in a professional and empathetic manner
- Email to performance Appraisal form to concern departments.

- Prepare the meeting notes and place them on share file
- Review the employee's payroll sheet and make sure transfer the payroll
- Prepare the employee's payroll slip and update on Flow HCM.
- Review the annual leave in cash and forward to senior management for approval
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- Selecting and negotiating with health insurance agencies to get the best deals, this would cover all employees.



***Sky Link Medical (Dubai)***

***HR/ Admin Executive***

***HR Department***

***1st Sep -2019- To 30th Nov -2020***

**Job Description & Responsibilities**

- Manage daily administrative task, including scheduling meeting, handling correspondence, and maintaining records
- Assist in office management and ensure smooth operation.
- Serve as a point of contact between agents, clients, contractors and employees.
- Prepare reports, presentation, and relevant documents.
- Handle confidential information with professionalism and discretion.
- Assist in travel arrangements, events planning, and other secretarial duties
- Prepare reports, memos, letters, invoices, financial statements, and other documents using word processing, spreadsheet, database, or operation software.
- Answer and direct phone calls or take messages as needed.
- Conduct research, compile data, and prepare reports for executives, committees, and boards of directors.
- Attend meeting to record and distribute minutes.
- Greet visitors and determine their level of access to executives or departments.



***Epic Soft***

***HR Officer***

***HR Department***

***27th Sep 2016 To 31st July 2019***

**Job Description & Responsibilities**

- Developing, documenting, and periodically updating HR administration policies and procedures.
- Monitoring internal job posting programs and ensuring their effectiveness.
- Prepare the employees' sheet and forward to related departments.
- Review the employee's salary sheet
- Call the selected candidate and take the phone interview.
- Email appointment letter to selected candidates
- Document employee data and medical records and perform routine medical record audit to comply with insurance company requirement
- Review the employee benefits sheet like Fuel card, medical card.
- Review performance appraisal monthly and forward to senior management