

MUHAMMAD FAHEEM

HR COORDINATOR

With 4 years of Gulf Experience



Highlights: MBA (HR), BBA, and Diploma in Human Resources

Phone: 0594528036

Email: muhammadfaheem7@yahoo.com

Location: Riyadh, Saudi Arabia

Passport No: AK8156173

Nationality: Pakistani

Date of Birth: 5th April 1989

Marital Status: Married

Iqama No.: 2504871936

OBJECTIVE

Top performing People Oriented Human Resources Coordinator with a 4-plus-year track record of managing HR activities, including job postings, screenings and interviews. A highly efficient individual who has a great ability to get along with people from diverse backgrounds. Known for efficiently responding to both internal and external HR related requests in a professional manner.

A high level of analytical competence. Looking for a challenging position in human resources with an organization, where i can grow professionally and contribute to organizational goals and objectives, bringing extensive experience.

EXPERIENCE

Nov 2021 – March 2022

Manpower Analyst – Majorel Riyadh, Saudi Arabia

Manpower Reporting, Recruiting Analysis, Sourcing, Onboarding.

May 2020 – July 2020

HR Assistant – Al Wasl Engineering Works, UAE

Recruitment, onboarding, administration, HRIS, and overall daily HR activities.

March 2015 – March 2019

HR Coordinator – Safari Group, Riyadh, Saudi Arabia

Responsible for managing 16 projects with over 800 employees by providing the right talent, interviews, contract negotiations, onboarding, job description, training, updating HRIS & Bio time attendance, and overall daily HR activities.

October 2014 – March 2015

HR/Admin Assistant – Midan Al-Barkh Trading, Saudi Arabia

Responsible for recruitment & selections, interviews, onboarding, payroll support, attendance, administrative tasks, and logistics.

Jan 2013 – August 2013

Assistant HR Manager – Aman Real Estate Services, Pakistan

Responsible for HR operations, Interviews, leave management, HRIS updates.

CERTIFICATIONS

Excel Skills for Business: Essentials

Macquarie University- Australia via Coursera, 2019

NGO Management

University of Peshawar, 2012

LUMS HR Confluence

LUMS 2012

Sales & Marketing Motivation

University of Peshawar, 2012

REFERENCES

Available upon request.

EDUCATION

MBA – Human Resources, 2012
University of Peshawar, Peshawar, Pakistan
3.3 CGPA

BBA – Business Administration, 2010
Qurtuba University, Peshawar Pakistan
3.8 CGPA

Diploma in Human Resources, 2012
Alison.com – Online Course
97% Marks

KEY SKILLS

- Recruitment
- Interviews
- Onboarding
- HRIS
- Job Description
- Payroll support
- Legal compliance
- Business letter writing
- Employee turnover
- Performance appraisals
- Exiting process
- Leave management
- Logistics support
- MS Office

LANGUAGES

- **English** - Expert
IELTS with overall 6.5 band
- **Arabic** - Beginner
- **Urdu** - Expert
- **Pashto** - Native

SOFTWARES

- MENAITECH ● ● ● ● ●
- ZKTeco ● ● ● ● ●
- Webhr.co ● ● ● ● ●