



SAFRAN ALI

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IMMEDIATELY AVAILABLE

Career Objective:-

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

Professional Summary Profile & Skills:-

Highly competent, proficient, self-motivated, and knowledgeable Human Resources. A competent, organized, and outgoing individual with a strong work ethic and exceptional communication skills. International and local working experience, keen to learn new tasks and grow, looking to contribute to an international or a local brand in the area of Human Resources.

Areas of Skills:-

- ✚ Performance Management: Able to assess employee performance and provide feedback as needed in order to ensure maximum productivity. Includes developing goals and objectives for employees as well as providing coaching and guidance when needed.
- ✚ Employee Relations: excellent interpersonal skills in order to effectively address issues related to employee morale, motivation, conflict resolution, and disciplinary action if necessary.
- ✚ Organizational Skills: Strong organizational skills in order to manage multiple tasks simultaneously while ensuring the accuracy of documentation throughout the process. Managing employee files, tracking vacation requests, processing payroll information, etc.
- ✚ People Management, Decision-Making & Problem-Solving, Result-orientation / Planning, and organizing.
- ✚ Languages Specialist - English, Hindi, Urdu, Punjabi.

Academic Qualification:-

- ✚ MBA HR from University of Gujrat – Pakistan (2020)
- ✚ Graduation from Allama Iqbal open University Islamabad - Pakistan (2015)
- ✚ I.COM from Govt Community Collage Sialkot - Pakistan (2012)

Certificates :-

- ✚ Microsoft office (Excel, Word, Power point, Out).
- ✚ Working knowledge on Compliance, Synteco ERP
- ✚ Health and Safety (IOSH), Fire Safety Training Certificate.
- ✚ Emergency First Aid Certificate.
- ✚ IELTS Certificate from British council.

WORK EXPERIENCE:-

Organization: Fiorentina Technical Services llc (UAE)

Designation: Administrator

Duration: From April 2023 to Continue

- ✚ Update office policies and insure compliance with them
- ✚ Organize, store and print company documents as needed
- ✚ Book meetings and schedule events
- ✚ Maintain internal databases
- ✚ Order office stationery and supplies
- ✚ Submit expense reports
- ✚ Keep employees record physical and digital
- ✚ Liaise with payroll team to respond to employees queries related to salaries
- ✚ Answer and redirect phone calls
- ✚ Distribute incoming and outgoing mails
- ✚ Make travel arrangement if necessary

Organization: Sheikh of Sialkot (Pvt.) Ltd. (Pakistan)

Designation: Assistant HR manager - Tannery Section

Duration: From March 2021 to March 2023

- ✚ To deal Integrated Management system of ISO 9001, ISO 14001 & OHSAS 45001:2015.
- ✚ Establishing, maintaining and implementing the systems in accordance with ISO 9001, ISO 14001 and ISO 45001 standards in the organization.
- ✚ Perform administrative duties, such as maintaining employee database.
- ✚ Monitoring and organizing daily / monthly attendance.
- ✚ To deal with salary sheet, overtime and wages of employees.
- ✚ Organizing induction training sessions for employees.
- ✚ Review, planning & implementation of policies & procedures.
- ✚ To ensure all company policies, procedures and work instructions are documented.
- ✚ Prepares and posts recruitment advertisements on internal and external job portals and coordinates externally with recruitment agencies to ensure all appropriate recruitment channels are activated for a particular open position.
- ✚ Liaise with the Payroll team to respond to employee queries related to salaries.

Organization: Sheikh of Sialkot

Designation: Assistant Safety officer

Duration: From Jan 2014 to Jan 2015

- ✚ Inspect the site to insure that it is a hazard free environment.
- ✚ To identify the risks and put things in place to manage them effectively.
- ✚ Monitoring and assessing hazards and unsafe situation at work place
- ✚ Developing measures to assure personnel safety.
- ✚ Giving safety induction training to new worker joining organization.
- ✚ Ensuring 100% PPES implementation at work place.
- ✚ Investigate accidents that have occurred within incident area.
- ✚ To verify all tools and equipment are adequate and safe for use.
- ✚ Approving and arranging for the purchase of safety equipment.
- ✚ Train employees about how to use fire extinguisher.
- ✚ Maintain all safety related records and filling on monthly basis.

Reference as Per Request