



ATIF EJAZ

CONTACT

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PERSONAL DETAILS

- **Date of Birth:** 03-02-1984
- **Nationality:** Pakistani
- **Languages Known:** English, Urdu & Arabic
- **Driving License:** Holder of Valid UAE Driving License

PASSPORT DETAILS

- **Passport No:** AE1510754
- **Date of Issue:** 18 November 2015
- **Date of Expiry:** 16 November 2025

SKILLS

- **Microsoft Office (Word & Excel), Email, etc.**
- **Policy and procedure development**
- **Excellent interpersonal skills**
- **Administrative support**
- **Excellent time management**
- **Salary review**
- **Performance management**
- **Team leader**
- **Result oriented & Self motivated**
- **Ability to prioritize**
- **Employee management**
- **Motivational leadership style**

PROFESSIONAL SUMMARY

Highly Accomplished Administrator of HR Department with exceptional experience of 13+years in motivating high-performing, compliant HR and recruitment **teams**. Aids smooth business operations through **successful** implementation of key process **improvements**. Fosters **positive** and **welcoming** company **culture** to cultivate high-**performing teams**. Experienced in the field of **office administration** especially in **human resource department** to enhance the **efficiency** of an organization.

WORK HISTORY

Administrator of HR Department 11/2008 – Current
Sedam Aluminium Co LLC – Dubai, UAE

- **Accurately process** leave of absence requests and monitored absence data to use as triggers for **management intervention**.
- **Prepare** and check the complete set of documents passport copy with **validity** before applying for new **visa** and follow the work till visa get issue.
- **Professionally represented** by acting as reliable first point of contact for candidates.
- Look after the **Immigration department, Labor department, medical fitness certificate, employee's health & compensation insurance**, etc.
- Competently **manage** leaver process by performing exit interviews and producing references in line with **company guidelines**.
- **Manage employee records** to **maintain** the **workers wages** and employees **salaries** in line with requirements and data protection laws.
- **Plan, organize** and **manage** recruitment and selection **processes**, consistently meeting budget **targets** and recruitment **goals**.
- **Host welcome events** for new hires to build company culture, visiting to contractor/consulting companies for **agreement signature** and other documents as per the contracts, also for the payment **follow-up**.
- Update **HR policies** and **documentation** in line with the requirements to ensure **compliance**.
- **Lead high-performing teams** and developed **organizational** leadership **capacity**.
- **Facilitate** company restructures to boost **team productivity**.

EDUCATION

Faculty of Arts (FA)
Sarwar Shaheed College – Gujar Khan, Rawalpindi, Punjab, Pakistan

Secondary School Certificate (SSC) Matriculation : in Humanities
Allama Iqbal Open University – Islamabad, Pakistan