

SADAF FAISAL KHAN

To pursue a career in a reformist Organization for challenging and demanding venture, where I can exert my abilities and learn new skills in a organization with irresistible captivating environment, probability of Germination.

EXPERIENCE

1

HR COORDINATOR/ PRO

DAR AL HAY GENTS TAILORING

December 2020 – Till Now

Reporting to General Manager & CEO

Doing HR activities (staff sourcing & screening, contracts and payroll, database management on Odoo ERP software).

Proceed staff requisition from different department and ensure to arrange requirement human resource

Arrangement of temporary and season based sales staff and tailors recruitment activities (Calling, Screening and Assessment with reference to their experience).

Handling staff routine issues and try to give & get solutions

Planning on job training session of new tailors to ensure the production of goods on company standards

Visa processing of New Staff (cancellations & visit visa) and Renewal of existing staff

Preparation of terminal benefits of outgoing staff as per company policy and process visa cancelations

Maintaining inventory of staff documents, passports etc.

Prepare leave roaster of company staff on weekly, monthly, annual basis for of Sales staff, tailors, office staff etc.

Prepare ERP reports and excel sheets for staff details related to their visa expiry, passport validity, labor card expiry etc.

Travel arrangements of staff proceeding for leaves and for new hiring tailors from their home country.

Assist to prepare Annual HR budget.

Coordinating with Accounts & Production team for preparation of salary

To ensure company policy and SOP's are implemented as advised by management.

Uniform Arrangements for Sales Staff.

2

STUDENT COUNCELOR/HR COORDINATOR

DIGITAL ACADEMY

September 2019 – November 2020

Support in HR activities (contracts and payroll, database management).

Support the management of temporary staff, Recruitment activities (posting and screening CVs through the HR Testing & Assessment, main job boards, organize job interviews).

Listen to the problems of the students and try to give solutions to get rid of those problems, help to achieve their goals by giving them solutions and recommending ways, suggest them way out, help the students to meet their needs. As counselor also helps the institute by ensuring that there is increase in student retention and also try to assess the education system of the institute and try to make it more student friendly.

VISA : **Employment Visa**

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SKILLS

MS Word

MS Excel

PowerPoint

Creative Mind

Multitasking



3

On-line Data Entry & Listings

NETBYZE

2016 – 2019

Listing for eBay, Tradesy & Amazon, Handling Customer Queries, Feedback & Complains. Update Consigner Data On Web Pages Like eBay, Amazon, Face Book, Twitter, Pinterest, Hootsuite, LinkedIn, Etc.

4

HR Coordinator

R.M. LATIF CONSTRUCTIONS

2015 – 2017

Partner with the HR team to answer inquiries over the phone and in person from employees, candidates, and the general public in a timely manner

Greet and assist all interview candidates and guests. Collect resumes, notify Generalist/Recruiter, guide the candidate through the online application process

Support the new hire process by regularly sending new hire orientation invites, creating and sending a list of new hires to security, greeting all new hires, distributing new hire bags, collecting key forms, and answering any questions they may have

Partner with the Talent Team to assist with: scheduling initial interviews with the Talent Team as well as the hiring managers, ensuring candidates have been set up with security; maintain and update candidate and company records system.

Manage the HR Filing, Assist with other office administrative tasks such as: distributing mail daily, making copies, sending faxes, receiving new magazines, ordering water and other office supplies.

Keep track of all new hire material inventories and alert the HR team when supplies are run low

6

Office Assistant cum Store In-charge

RENOWN BEAUTY SALOON

2010 – 2015

Greet customers, Determine customers' need for salon services, provide them with service information and hook them up with appropriate stylists, Schedule appointments and make follow up calls to customers, Handle appointment cancellation and shifting duties, Collect cash in exchange of services rendered and tender change to customers, Take feedback on salon's services and provide assistance with problems or complaints, Endorse retail products that the salon is selling, Print out staff rosters and assist salon manager in determining stylist commissions, Ensure cleanliness, neatness and sanitization of salon and equipment, Create and maintain contact with suppliers to ensure that salon supplies are procured in a time efficient manner, Fill in for absent staff members during high volume times, Count cash at the end of the shift and ensure that cash flow information has been logged into the salon's register, etc.

EDUCATION

01 Bachelors Of Arts University Of Karachi, Karachi 05-2002 – 06-2003

Courses:

- International Relations
- Sociology
- Economics

02 Bachelors Of Business Administration South City Institute Of Business Administration 09-2000 – 06-2004

Courses:

- M I S,
- Web Development, Network Essential
- Leadership
- Marketing & Advertising
- Economics & Business Law
- Banking Essentials

LANGUAGES

ENGLISH
URDU

TESTIMONIALS

CAN BE FURNISHED UPON REQUEST.