



ATHER SHERAZ DAR

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Immediately Available with Valid Visa till Aug 2025

PROFESSIONAL SUMMARY (HR-Operation | Recruitment | Payroll | PDP | ER | EE | HR Policy)

Results-driven & enthusiastic Human Resource professional who has successfully navigate the Senior Manager role & spearhead at national level. Accumulating 12 years in BDO Pakistan (a CA firm) and 9 years in Midas Safety (a manufacturing concern) in Pakistan. Spearhead diverse HR functions in vision of DIB- Diversity Inclusion & Belonging.

Now actively pursuing a rewarding journey in a role that aligns with my aspirations in an environment of growth, innovation, and global collaboration. Relocating from Pakistan and transition from a senior position reflects my eagerness to leverage my extensive background in HR operations for your forward-looking organization's success. Prepared to embrace new challenges, I will implement best practices aligned with the organizational goals.

PROJECTS & ACHIEVEMENTS

- In 2022/23, Spearheaded the successful integration of HRIS, resulting in a 40% reduction in time spent on manual data entry and increased data accuracy by 25% and also the paper cost
- Orchestrated the HR policies reducing the 30% involvement of HR team in addressing day to day administrative matters of 500+ employees nationwide offices
- In 2020 (the most critical year), Spearheaded & successfully implemented the Health and Safety measures in BDO during post COVID period as instructed by the government and local law authorities.
- In 2020, Achieved People Excellence Award from for highest global Secondment in BDO
- In 2014, Achieved Employee of the quarter in BDO resulted in more enthusiasm and energy for effective work

SKILLS and COMPETENCIES

Leadership and People Development

Decision Making, Empowerment and delegation
Mentoring and Coaching
Team Building and Teamwork
Change Management
Conflict Resolution
Time Management, Innovation and Adaptability

Organizational Excellence and Data Analytics

HR metrics Data Reports and Analysis
Project Management & Project execution
Health, Safety and Security measures
Cross-Functional Collaboration
Proficient in HRIS, AMS & MS Office

HR Operation & Management Skills

Recruitment and Talent Acquisition
Onboarding & Off boarding
Compensation and Benefits
Strategic Policy Formulation & compliance
Employee Grievances
Contract Management
Administrative Management
Communication (verbal, written, presentation)
Training Logistics
Attention to Detail
Active Listener & Friendly
Employee Relations Engagement and Retention

CERTIFICATES and TRAININGS

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|--|------|---|------|
| • Communication & Emotional Intelligence | 2023 | • Payroll Management | 2023 |
| • Onboarding & Coaching of new Hires | 2023 | • Preventing Harassment in workplace | 2023 |
| • Art of Leadership & Strategic HR | 2023 | • Conflict Management | 2023 |
| • Diversity, Inclusion & Belonging | 2023 | • Global BSO Conference | 2022 |
| • HR Business Partner (HRBP) | 2023 | • Stress and Time Management | 2022 |
| • Project Management | 2023 | • Time to Lead in new reality | 2020 |
| • Unconscious Bias Awareness | 2023 | • Ethical Behavior, Email Etiquettes | 2014 |
| | | • Talent Management & Performance based Hiring | |
| | | • Transferable skills in Talent acquisition & Retention | |

EXPERIENCES



Ebrahim & Co. Chartered Accountants
Aug. 2011 to May 2023
Karachi, Pakistan

S. Mngr. HR Operations & Admin.
Manager Human Resources & Admin.
Asst. Manager Human Resources



Prime Safety Ltd. (Midas Safety)
2001 – Feb 2011
Karachi, Pakistan

Assistant Manager Personnel
Supervisor Admin & Personnel
Administration Assistant

WORKINGS / RESPONSIBILITIES

- Planned, coordinated and optimized HR, Recruitment & Administrative procedures.
- Maintained strong working relationships with group and partner companies.

HR Operations & Management:

- Employee Life Cycle Process through HRIS
- Payroll Management includes input, analysis, management reports, disbursement
- Compensation & Benefits Administration
- Secondment & off-Shoring - Immigration and Work Permits for International & domestic Secondment
- Developing HR Policies & Procedures formulation, implication & compliance
- Data Analytics and Reporting on KPIs' like turnover rates, engagement, and HR related data.
- Project Management includes analysis, management reports & execution
- Cross-Functional Collaboration for sharing expertise from different departments
- Training & Development soft skills & support
- Employees Grievance & Conflict Handling using emotional intelligence & in vision of DIB, includes internal enquiries/investigations and follow up correspondence, internally or with accounting body.
- HR Audits and maintain confidentiality of HR records

Recruitment & Talent Management /Acquisition:

- Able to handle end-to-end recruitment process, Candidate Sourcing, job postings, interviews, reference checks, job offer & negotiations for onboarding of staff, from trainees, labor and upto executive level.
- Interviews and shortlisting of internal & external candidates for International & domestic Secondment & off-Shoring process as per provided guidelines from host office.
- Talent Acquisition for Executives and other key positions aligned with organizational goals to maintain pool of talent for quick onboarding
- Foster relationships with external vendors, including recruitment agencies, various channels & online platforms, job boards, including referrals, and direct sourcing.

Performance Management & Employee Relationship Management:

- Successfully designed and executed performance management programs Midyear, Annual Appraisal
- Mentorship, Coaching, Award and Rewards programs
- Utilized data analytics to track performance metrics and identify areas for improvement.
- Employee Engagement, Employee Retention, Employee Relations & Employee Compensation & Benefits fostering a positive work environment and resolving conflicts in a fair and equitable manner, resulting in increased satisfaction and retention rates.
- Managing conflict resolution & grievance handling processes, leading to quicker resolution and improve in employee satisfaction & enhancing teamwork and productivity.

Administration & Events Management

- Oversee the day-to-day operations of the office like People management, Vendor dealing , Quotation , Analytical Comparison and bill clearing for Electrical, water, A/C, Generator, Janitorial, Plumber, PABX, Event Management (Planning - Execution) and office restructuring. Etc. Work place Health & Safety, Ensure a clean, safe, and well-organized work environment
- Develop and implement efficient systems, procedures, and policies to enhance productivity and streamline operations
- Monitor & coordinate with external service providers for office supplies, equipment, and services, coordinating with vendors and suppliers as necessary for repairs, and renovations.

PERSONAL INFORMATION

DoB July 1977, Karachi, Pakistan

EDUCATION

MHRM from V U Pakistan

B.B.A from NTC& MI

B.A from Karachi University

LANGUAGES

English Proficient

Urdu & Punjabi Native

Arabic Basic (learning)

SPORTS & ACTIVITIES

Swimming, Cricket and Football, Music and Reels