

# FIROZ FAZIL



Strategic and innovative over 13 years experienced senior HR Generalist and Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. An empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. A genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

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📍 Dubai, UAE

## SKILLS

- HR Policy, Process & Systems Design
- Employee Relations & Diversity
- Employee Performance Improvement
- Staff Coaching & Mentoring
- Staff Recruitment & Retention
- Workforce Planning & Development
- HRIS Technologies

## SOFT SKILLS

- Administrative expert
- HRM knowledge and expertise
- Leadership Development
- Talent Acquisition
- Recruitment and selection
- Immigration and Issuance of Visa
- Verbal and non-verbal communication
- Advising

## TECHNICAL SKILLS

- Operating Systems** All windows including window 10 and Windows Server 2008
- Networking** Cisco Routers and Switches, Active Directory Services
- MS office** 2013 / 2019

## WORK EXPERIENCE

### Senior HR Generalist Green Belt Group of Companies

05/2017 - 09/2020

Dubai, UAE

#### Achievements/Tasks

- Overall responsible for Business Operation including order status update, order preparation, placing purchase order with vendor, all coordination for Order fulfillment and prepared and maintain the office budgets.
- Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- Partner with other directors and senior executives to develop new business initiatives, foster employee engagement, and mobilize talent. Managed \$155K budget.
- Contributed to senior-level M&A decisions, supporting initial analysis through due diligence and subsequent integration. Enabled business growth by assessing HR cultural compatibility and talent impacts.
- Oversee the Company wide contracts/agreements and manage their renewals.
- Integrated 35+ staff in the aftermath of 3 acquisitions, steering flawless workforce assimilation into core business operations. Contributed to profitable turnaround with > \$1M in first-year savings.
- Experienced in JAFZA Admin Process/Other UAE Emirates PRO Works such as trade license renewals, WPS, Tasheel, Immigration process.
- Secures property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.

## WORK EXPERIENCE

### **Senior HR Executive(Outsourcing Division)**

Al Alee Group-Qatar

02/2016 - 04/2017

Doha, Qatar

#### *Achievements/Tasks*

- Assist to staff communications and tracking activities for the annual staff surveys, compensation pack, performance management processes, etc
- Performed and helped the organization to reduce payroll and operating costs and free up resources with maximum growth rate.
- Determining organizational priorities and involved in goals achievements including hiring, training, leadership development, and succession planning.
- led more payroll and regulatory complexity that can eat up considerable staff resources. Being astute to handle dynamics in the workplace and supporting the employees to overcome crisis situation.
- Guided accounting clerical staff by coordinating activities and reconciles financial discrepancies by collecting and analyzing account information.
- Consistently met and frequently exceeded the financial objectives of represented clients. Assessed risk tolerance and investment/risk-management goals to recommend solutions optimally suited to client needs.

### **Senior HR Administrator**

Al Masaood Bergum Co.

06/2014 - 02/2016

Qatar

#### *Achievements/Tasks*

- Partnering with business groups to establish an effective HR management process, providing expert advice and guidance on Xerox HR policies and procedures.
- Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.
- Take responsibility for personal development by constantly reflecting on actions which will improve own performance and the service provided to the customer.
- Make recommendations to HR management and assist with the development of new approaches.
- End to end responsibility for the HRIS and administering all payroll related data including processing starters, leavers, employee changes, leave of absence, and employee status.

### **H.R Administrator**

Ministry of Foods (Al-Wafir Marketing services.K.S.C.C)

06/2010 - 02/2014

Deira , Dubai

#### *Achievements/Tasks*

- 40% - Review, process and check staffing changes for accuracy, completeness, and compliance with Corporate policies. Create, maintain, and ensure compliance for personnel files and employee documents.
- Acts as a reliable source of information for employees for all queries relating to benefits, payroll, HR policies and the internal grading structure.
- Take personal ownership for resolving HR requests and tasks by working beyond organizational and functional boundaries.
- Demonstrated knowledge of HR policies and practices and an understanding of employment law and/or relevant standards and codes that underpin HR policies and processes.
- Forwarding / replying all the calls/email related to payment, vendor, business query to the concern department.

### **H.R Assistant**

El-Jauhara Latine General Trading Company

08/2008 - 05/2010

Ardiya, Kuwait

#### *Achievements/Tasks*

- Ensured confidentiality of all personnel, office, and employment records.
- Provided administrative support with payroll, calendars, meetings, and training events and Identified and implemented alternative payroll provider, reducing company costs by \$10,000 per month.
- Trained and onboarded new employees, and conducted orientations for new staff hires.

## EDUCATION

### **MBA**

NIBM, Kerala

2016 - 2018

Grade - A

## EDUCATION

### **Bachelor of commerce (B.Com)**

Anna University, Chennai

2005 - 2008

First class - 70%

## CERTIFICATES

Cisco Certified Network Associate (CCNA)

Microsoft Certified Technology Specialist (MCTS)

## SALARY/ PAY ROLL

Calculated the salary, salary negotiations & follow-ups and final statement.

Prepared the Salary Break up & Salary structure of New Engagements.

## LANGUAGES

English, Arabic, Malayalam, Tamil and Hindi

*Native or Bilingual proficiency*

## PERSONAL INFORMATION

Date of Birth : 14-November-1984

Gender : Male

Nationality : Indian

Passport Number : M4992856

Date of expiry : 15-03-2025

Visa : Visit Visa

Driving License : UAE/Qatar Light Vehicle

## REFERENCES

References will be furnished upon request