



SHAZIA LARIK

Human Resource Management Professional
MBA Marketing, M.A Economic & HRM Specialization

Contact Details

00971-545996479/ Whatsapp
92-3337110738
larik.srso@gmail.com
Dubai
<https://www.linkedin.com/in/shazia-larik-438448b9>
Visa Status : Résidence - Own Visa
Driving License : Under Process

Career Summary

* Dynamic and results-driven Human Resources professional with 16 years of experience in managing Personnel HR/ Operation, Manpower Planning/ Recruitment, Legal Compliance, Performance Appraisal Management, Training & Development, Liason & Coordination, Grievance Settlement Redressal, Implementation Code of Conduct, Reporting & Drafting, Monitoring & Evaluation, Conflict Management, Compensation & Payroll, Benefits, Organization Development, Employee Motivation, Safety & wellness, Develop/ Review personnel policies and where necessary amendment, Responsible Internal & External Audit, Prepare Hand Book & Orientation plan for employees. Develop & implement HR Policies

Certification

- *HR Management (MDI Islamabad 2011)
- *The Globe Certified Recruitment Analyst with high Distinction (Middle Earth HR-2016)
- *Competency Base Interviewing Techniques (Corporate Trainings & PR 2019)
- *Certified Communication Presentation Skills (SRSO)
- *Portfolio Management Technical Advancement in Credit (SRSO)
- *Business English (IBA- 2010)

EXPERIENCE

- June, 2024 to Présent** **Dejavu Cafe & Restaurant -UAE**
Manager-HR (UAE) till Present
- January, 2023 to May, 2024** **MGMT Consultancy Hub**
Senior HR & Admin Exécutive (UAE)
- July 2012 to December, 2022** **Sindh Rural Support Organizaton Sukkur**
Head of HR (Senior Manager- Pakistan)
- July 2011 to June 2012** **Senior Program Officer- HR**
- July 2010 June 2011** **Program Officer- HR**
- Dec 2008 June 2010** **Assistant Program Officer**

EDUCATION

- 2018** **HRM Specialization**
Dadabhoy Institute of Higher Education
- 2008** **MBA- Marketing**
Sistech Institute affiliated Sindh Jamshoro University
- 2008** **M.A Economic**
Shah Abdul Latif University
- 2004** **B. A**
Shah Abdul Latif University

CORE SKILLS

| | | | |
|----------------------------|--|----------------------------------|--|
| Employees Relations | | Leadership Skills | |
| Creativity Skills | | Multitasking Skills | |
| Team Work | | Budgeting & Forecasts | |
| HRIS | | MIS Reports | |

Key Learning

- Developing tomorrow's Leader Today (Succession Plan)
- Put Your Organization need first

Achievements:

- ** implement oracle 11G software
- ** Introduced new HR systems time to time
- **Designed and implement HR Policies
- **Successfully completed recruitment process of several Projects

IT & Computer Literature

- MS Office Proficiency
- Email & Internet
- Excel Proficiency




Workshop

**One day leadership workshop (Schuitema Karachi)

**Additional Course

Six months course of DIT from Zenith Academy Sukur

Languages

| | |
|---------|---|
| English |  |
| Sindhi |  |
| Urdu |  |

Personal Information

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|----------------|---------------------|
| Date of Birth | 3 rd May |
| Sex | Female |
| Marital Status | Single |
| Nationality | Pakistani |

Proven Job Roles

1. Manager-HR - Dejavu Café L.L.C-UAE

Key Responsibilities:

- 1. Visa Processing as per UAE Law:**
 - Connect with PRO regarding visa processing of all employees
 - Maintain all record of EID, labor card, residences
 - To prepare cases of leave encashment and gratuity as per UAE law.
 - Draft internal contract and different letters
 - Make medical insurance of all employees.
- 2. Recruitment and Staffing:**
 - Lead the recruitment process by preparing job descriptions, advertising vacancies, screening candidates, conducting interviews, and hiring suitable employees.
 - Manage the onboarding process for new hires to ensure smooth integration into the company.
 - Maintain relationships with recruitment agencies and job portals.
- 3. Employee Relations:**
 - Act as the primary point of contact for employee queries and concerns.
 - Address grievances and resolve conflicts in a fair and professional manner.
 - Promote a positive work environment through engagement activities and open communication.
- 4. Performance Management:**
 - Implement performance appraisal systems and ensure regular feedback and evaluations for employees.
 - Develop and execute strategies to improve employee performance and productivity.
 - Provide coaching and guidance to managers on employee performance issues.
- 5. Compensation and Benefits:**
 - Oversee the payroll process, ensuring employees are paid accurately and on time.
 - Manage employee benefits, including health insurance, pensions, and other allowances.
 - Conduct salary reviews and market benchmarking to ensure competitiveness in the labor market.
- 6. Training and Development:**
 - Identify training needs and coordinate training programs to enhance employees' skills and career development.
 - Manage the organization's talent development initiatives, including leadership programs and succession planning.
 - Promote a culture of continuous learning.
- 7. Compliance with UAE Labor Laws:**
 - Ensure that the organization is in compliance with all UAE labor laws, including work permits, visas, and employee rights.
 - Maintain up-to-date knowledge of labor regulations and communicate changes to employees and management.
 - Handle legal matters related to employment contracts, terminations, and disputes.

Declaration

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company's objectives.

References

References would be provided on request/demand.

Proven Job Roles

8. Reporting and Documentation:

- Advise senior management on best HR practices, trends, and issues affecting the workforce.
- Maintain accurate HR records and reports, including employee attendance, leave records, performance evaluations, and disciplinary actions.
- Provide HR analytics and insights to senior management.

2. Head of HR (Senior Manager HR) – Sindh Rural Support Organization-Pakistan

- Manpower planning and budgeting in coordination with finance department, CEO and HR Committee of the Board
- HR operations including maintaining employee record, attendance, leave records and preparation of payroll in HR module of Oracle software
- Familiar with UAE regulation related to employee wage & compensation, Domestic worker, & Leaves.
- Legal compliances of HR related labour laws and close coordination with EOBI for opening and maintaining of employee records
- Performance Appraisal and increment workings and presentation to HR Committee of the board
- Planning training and development of employees based on needs assessment performed by their supervisors.
- Liaison and coordination with employees and their Head of Departments for their day to day matters of HR importance
- Member of Grievance settlement committee and sexual harassment committee to deal with complaints and grievances as per applicable laws
- Implementation of code of conduct in the organization and addressing non-compliance as per HR policy
- Managing new and replacement recruitments as per need basis, have managed recruitments of the Organization from 500 employees in 2010 to the strength of 2,500 employees at current. Have managed recruitment projects of 100+ employees at implementation of multiple donor funded projects of public sector and international donors.
- Reporting on need basis to CEO, HR Committee and Board on HR statistics of Organization
- Preparation of notice, agenda, working papers and minutes of HR Committee in close coordination with Chairman HR Committee of the Board.
- Monitoring and evaluation of HR by visiting region and field offices and preparing visit reports for CEO and management.
- Develop and periodically review compensation packages as per management grading/Levels of employees and minimum wages announced by Govt from time to time.
- Preparation and updation of HR policies to ensure employee motivation, safety and wellness.
- Responsible for internal, external and donor audit of HR function,
- Processing of final settlements (Gratuity, Provident Fund and Leave encashment) of employees after separation.