


Rana Muhammad Tayyab

Masters

 ranatayyab11@gmail.com

 +971 56 3105 721



Immediately Available

CAREER OBJECTIVE

I am seeking a position in a dynamic organization to participate in the growth of the organization utilizing my exposure to different MIS systems and securing a professional career with opportunities to face challenges.

EXPERIENCE PROFILE



KD PLAZA Pvt. Limited (Pakistan)

K.d.plaza PVT LTD is a Non-govt company, incorporated on 24 Jul, 2006. It's a private unlisted company and is classified as company limited by shares.

**Assistant Manager HR
& Admin**

**May,2021 – July,2023
(2 Years 3 Months)**



Dajaj Broast (Pakistan)

Dajaj broast hotel is the go-to destination for delicious and authentic Middle Eastern cuisine. Our mouthwatering broast is sure to satisfy your cravings and leave you wanting more.

Staff Supervisor

**Oct,2017 – Apr,2021
(3 Years 7 Months)**

PROFESSIONAL SUMMARY

I have honed my abilities in team management, staff development, operational planning, and process optimization, always with a focus on delivering exceptional results and exceeding expectations. With a passion for excellence and a proven track record of success, I am confident in my ability to make a valuable contribution to any organization seeking to enhance its operations and drive growth.

KEY AREAS OF EXPERIENCE

KD PLAZA Pvt. Limited

Assistant Manager HR & Admin

Reporting Admin Manager

Responsibilities

- ❖ Manage the recruitment and onboarding process for new staff members
- ❖ Manage office records, including filing, data entry, and maintenance of databases
- ❖ Develop and implement HR policies and procedures to ensure compliance with legal and regulatory requirements
- ❖ Provide support to managers and employees on HR matters, including performance management, employee relations, and benefits administration
- ❖ Ensure compliance with legal and regulatory requirements, including health and safety regulations
- ❖ Oversee the development and implementation of training and development programs for staff members
- ❖ Manage the employee performance appraisal process and recommend appropriate actions to management
- ❖ Coordinate office operations, including maintenance of office equipment and supplies
- ❖ Oversee the work of support staff and ensure tasks are completed accurately and on time
- ❖ Plan and coordinate meetings and events, including scheduling, logistics, and materials preparation
- ❖ Assist with budget preparation and financial record keeping as required

Dajaj Broast

Staff Supervisor

Operations Manager

- ❖ Supervise staff and coordinate daily activities to ensure productivity goals are met
- ❖ Monitor and evaluate employee performance and provide feedback and coaching as needed

- ❖ Develop and implement policies and procedures to ensure compliance with company standards and legal requirements
- ❖ Identify areas for improvement and implement changes to increase efficiency and productivity
- ❖ Foster a positive and inclusive work environment that promotes teamwork, open communication, and employee satisfaction
- ❖ Plan and coordinate training and development programs to enhance staff skills and performance
- ❖ Other tasks as advised from time to time.

PROFESSIONAL QUALIFICATION

M.A <i>Masters in Arts Political Science</i>	University of the Punjab www.pu.edu.pk	2020
B.A <i>Bachelor in Arts</i>	Punjab University, Pakistan www.pu.edu.pk	2017

COMPUTER SKILLS

Sr.	Skills	Proficiency Level	Last Used / Practice
1	Email Management	Excellent	Currently using
2	M/S Office	Excellent	Currently using
3	Social Media Management	Good	Currently using

PERSONAL INFORMATION

Marital Status	Married
Languages	English, Urdu , Punjabi
Address	Deira, Dubai

REFERENCE

Reference will be furnished on demand