

# Anees Ul Ayesha

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## PROFESSIONAL SUMMARY

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Dynamic and results-driven HR & Administration Specialist with 4+ years of expertise in managing people, processes, and compliance across diverse industries. Skilled in talent acquisition, workforce planning, payroll, policy creation, visa and immigration processes, and office administration. Known for enhancing employee engagement, strengthening organizational culture, and ensuring compliance with labor regulations and workplace safety standards. Adept at working with multicultural teams and supporting leadership in driving efficiency, cost optimization, and sustainable growth.

## CORE COMPETENCIES

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- Talent Acquisition & Strategic Recruitment
- Employee Onboarding & Orientation Programs
- HR Policy Formulation & Regulatory Compliance
- Payroll & HRIS (Zoho People) Administration
- Performance Management & Workforce Planning
- Employee Relations, Grievance Handling & Mediation
- Training & Development Coordination
- Visa Processing & Expatriate Support Services
- Office Administration & Vendor/Procurement Oversight
- Workplace Health, Safety & Wellbeing

## EXPERIENCE

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### **HR & Administration Executive** – Smart Solutions LLC

*Aug 2021 – Present*

- Delivered full-cycle recruitment for technical and non-technical roles, consistently achieving hiring targets within agreed timelines.
- Drafted and rolled out HR policies, SOPs, and employee handbooks, ensuring alignment with UAE labor laws and organizational standards.
- Administered payroll, HRIS, and leave management, ensuring timely and accurate salary processing.
- Conducted structured employee induction and onboarding programs, improving early retention and engagement.
- Supported leadership in implementing performance appraisal systems, career progression frameworks, and succession planning.
- Partnered with department heads to identify training needs and facilitated learning & development initiatives.
- Handled visa applications, immigration compliance, and expatriate onboarding, ensuring smooth relocation and legal adherence.
- Directed office administration, covering facility management, travel coordination, vendor management, and procurement.
- Maintained up-to-date employment contracts, records, and HR files, ensuring audit readiness and zero compliance gaps.

## EDUCATION

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**Bachelor of Business Administration**, (Gold Medalist) GPA: 8.8

*Jul 2017 - Jul 2020*

Amity University

**Manage Human Resources Course**, University of Minnesota

## SKILLS

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### **Technical Skills:**

- HRIS & Payroll: Zoho People
- Productivity Tools: MS Office (Excel, Word, PowerPoint, Outlook), Google Workspace

**Interpersonal Skills:** Leadership, Collaboration & Teamwork, Problem Solving & Critical Thinking, Negotiation, Conflict Resolution & Employee Engagement, Strategic Decision-Making & Presentation Skills

**Microsoft Office:** Word, Excel, PowerPoint, Outlook

**Language:** IELTS 8.0