



# FATEMA SULTANAH

## HR PROFESSIONAL

 0525400480  
 raniyafatema@gmail.com  
 Al Qusais 1, Dubai,

### EDUCATION

---

BA honors in business management and HR

**Middlesex university**  
2019-2023- Distinction

MSC in international business and HRM

**Heriot Watt university**  
2023-2025- In progress

### SKILLS

---

- HR Expertise: Recruitment & Onboarding  
Employee Relations • Emiratization • Labor Law
- Compliance
- HRMS Systems • Payroll Processing • Training  
Coordination • HR Documentation
- Technical Skills: Advanced MS Excel •  
Microsoft Word & PowerPoint • HRIS  
Platforms
- Interpersonal Skills: Strong Communication •  
Time Management • Multitasking • Team  
Collaboration • Adaptability • Confidentiality  
& Professionalism

### About Me

Motivated HR professional with experience in employee relations, recruitment, onboarding, HRMS, payroll, and compliance. Passionate about fostering positive work environments and supporting business functions through effective HR strategies. Currently pursuing a Master's in International Business & HR Management.

### WORK EXPERIENCE

---

Jan 2024-Dec 2024  
HR Generalist

Al Ansaari Financial services

- Led end-to-end recruitment processes, from job posting to onboarding.
- Collaborated with L&D for the design and delivery of compliance and soft skills training.
- Maintained HRMS records, including employee status updates and payroll data.
- Handled employee relations: conflict resolution, terminations, warnings, and reviews.
- Processed payroll, salary transfers, HR letters, leave records, and insurance compliance.
- Supported Emiratization initiatives by maintaining national candidate databases.
- Assisted in end-of-service formalities, including gratuity calculations and documentation.

---

## LANGUAGE

English-Professional

Urdu- Professional

Arabic- Beginner

---

## ACHIEVEMENTS

AISSCE Examination: 95% –  
Gulf Super Achievers

BSc Merit Award (Middlesex  
University)

Certified in Advanced  
Excel – 2023

---

## PERSONAL INFORMATION

Nationality: Indian

Marital Status: Single

Visa: UAE Residence

Availability: Immediate

July 14- 1<sup>st</sup> October 2025

HR Intern

AW Rostamani Group

- Helped with the Emiratization team in Interviewing UAE nationals who are either interns or Full Time employees
- Hosted the open day for both UAE nationals and Expatriates
- Did a follow-up for the selected candidates via phone calls or emails.
- Assisted the government relations team in terms of the visa process and updated their visa number through the GDRFA website
- Helped with the Learning and Development team in terms of developing workshops for the new comers.
- Posted weekly activities in terms of the breast cancer awareness, World gratitude day. Handed over awards for Employee of the month etc.
- Following up with the candidates interested for the internship and communicating with their respective departments.

Oct 2022- May 2023

HR Generalist

Azadea group LLC

- Drafted labor contracts in compliance with UAE law via MOHRE.
- Managed ILOE insurance registrations and updates.
- Oversaw offboarding, including document and visa cancellation for departing staff.
- Coordinated payroll input with Finance for timely salary disbursements.
- Maintained personnel files and supported internal audits.