

ADEEL JABBAR

📍 Dubai, UAE | 📞 +971 563242295 | ✉ adeeljabbar21@gmail.com |
🌐 www.linkedin.com/in/adeel-jabbar | Visa Status: Resident |



Professional Summary

Proactive and detail-oriented **Admin and HR Executive** with 2.5 years of experience in managing administrative tasks and human resource functions. Skilled in office operations, recruitment, employee onboarding, and documentation while ensuring compliance with organizational policies and UAE labor laws. Adept at multitasking, maintaining confidentiality, and providing exceptional support to teams in dynamic work environments.

Professional Experience

Admin and HR Executive

Marhaba Holding LLC (TechigatorDXB) – Dubai, UAE | Sep 2022 – Present

- Managed end-to-end recruitment processes, including job posting, screening resumes, scheduling interviews, and preparing offer letters.
- Oversaw employee onboarding, ensuring a smooth induction process and preparation of employment documentation.
- Coordinated with finance teams to process monthly payroll, track employee attendance, and manage leave records.
- Maintained an organized filing system for HR and administrative documents, achieving 100% compliance during audits.
- Planned and executed office events, team-building activities, and training sessions, enhancing employee engagement.
- Monitored office supplies, equipment, and vendor contracts to ensure smooth day-to-day operations. Spearheaded a documentation revamp project, improving accessibility and reducing retrieval times by 20%.
- Received “Employee of the Month” recognition for outstanding administrative support in JAN 2024

Admin Coordinator

K-Electric – Karachi, Pakistan | Oct 1999 – June 2022

- Provided administrative support to senior management by managing calendars, scheduling appointments, and handling correspondence.
 - Prepared detailed reports, presentations, and meeting minutes with a 98% accuracy rate.
 - Monitored and ordered office supplies to ensure uninterrupted operations.
 - Supported onboarding processes for new employees, including preparation of training materials and equipment setup.
 - Reduced office supply costs by 15% through vendor negotiations and efficient inventory management.
 - Received “Employee of the Month” recognition for outstanding administrative support in twice time (Dec 2021 and Jan 2020).
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Education

Master's Degree in English

University of Karachi – Karachi, Pakistan | Graduated: 2008

Bachelor's Degree in Commerce

University of Karachi – Karachi, Pakistan | Graduated: 2000

Certifications

- Advanced Admin Management – Institute of California, 2023
 - Diploma in Information Technology (DIT), Institute of SDC, 1998.
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Languages:

Urdu (Native),	English (Professional)	Arabic (Beginner)
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Key Skills

- Office Administration & Management
 - Recruitment & Talent Acquisition
 - Employee Onboarding & Training Coordination
 - HR Policies & Compliance
 - Document Management & Record Keeping
 - Payroll & Attendance Management
 - Event Planning & Logistics Coordination
 - Software Proficiency: MS Office Suite, HRIS (Zoho People, BambooHR), ERP Tools
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Expertise:

Administrative Operation Management, Financial and Payroll Expertise, Human Recourse Management, Compliance and Legal Expertise, Communication and Coordination, Technologies Tool Expertise, Strategic HR Expert, Problem-Resolving and Decision –Making, Multi-tasking and Time Management, Industry-Specific Expert.
