



BABAR KHAN 

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Work experience:

Emirates Flight Catering - Sr. HR Assistant - Dubai

01 December 2015 - 01 March 2022

- 1. Answering walk-in staff questions and complaints and route it to the right direction at senior level, if needed with the high level of confidentiality.**
 - 1.1 Payroll related
 - 1.2 Department related
 - 1.3 Company policies related
 - 1.4 Government's policies related
 - 1.5 Personal problems

- 2. Answering questions**
 - 2.1 Emails
 - 2.2 Phone calls
 - 2.3 WhatsApp

- 3. Safety coordinator within HR department (Award received)**
 - 3.1 Highlight and educate HR staff if any unsafe act or object notices
 - 3.2 Highlight and educate other office staff
 - 3.3 Educate all employees about the pedestrian safety with company premises
 - 3.4 Conduct safety spot check any office inside the company
 - 3.5 Conduct safety spot check any company's accommodation
 - 3.6 Safety observations and checks to update in SAFETY system

- 4. Actively participate in HR Admin team's projects**
 - 4.1 HR system design project
 - 4.2 Company policy design project
 - 4.3 Pay slip design project (Award received)

- 5. Handling of passports**

- 5.1 Passport in company HR's custody
- 5.2 Passports with the staff accommodations team
- 5.3 Generate monthly passport custodian report

6. Visa medical applications

- 6.1 New visa
- 6.2 Renewal of visa
- 6.3 Occupational health (OH), mainly for food handlers

7. Entry permits applications

- 7.1 Candidates outside the country
- 7.2 Candidates inside the country
- 7.3 Change status

8. Residence visa applications

- 8.1 New residence visa applications
- 8.2 Renew residence visa applications
- 8.3 Cancellation of residence visa applications (Inside & outside the country)

9. Emirates I'D

- 9.1 New applications
- 9.2 Renewal applications
- 9.3 Coordinate with post office for collecting the emirates id cards
- 9.4 Scanning of all the emirates id cards (new and renewed)
- 9.5 Update the emirates id details and upload new copy in HR system
- 9.6 Delivery of cards to the department admins after update in HR record
- 9.7 Coordinate with EMIRATES ID AUTHORITY in-case of cards not delivered within 20 days
- 9.8 Coordinate with EMIRATES ID AUTHORITY SENIOR OFFICERS to arrange the appointment for biometric data capture
- 9.9 Lead the new staff for biometric data capture to EMIRATES ID CENTER.

10. Coordinate with recruitment team during interview process.

- 10.1 Shortlisting of CVs received from internal staff and share it with recruitment coordinator or specialist
- 10.2 Marshall Candidates to the interview cabin
- 10.3 Crowd control
- 10.4 Conducted 100+ candidates interview during the WALK-IN interview on JAN2020

Emirates Flight Catering - Transport Admin Assistant - Dubai

22 January 2012 - 30 November 2015

- 1. Arranging airport police clearance paper for catering vehicles
- 2. Maintaining dispatched catering vehicle data
- 3. Preparation of daily vehicle dispatched reports to management
- 4. Record keeping for expiry of vehicle permit
- 5. Assisting Transport duty officer to arrange vehicles (during high time only)

WNS - Sr. Customer Service Associate - Mumbai

17 March 2008 - 17 January 2012

Airlines cargo revenue accounting (**Virgin Atlantic Airways**)

1. Courier Bills
 2. Cargo Bills
- Part of a project migration from “SKYCHAIN” to “VOYAGER”.
 - Awarded employee of the months **Aug & Sep 2010**.

Personal details:

Driving license: No
Marital status: Unmarried
D.O.B.: 1985-04-25 (Mumbai)

Languages:

English: Fluent
Arabic: Basic
Hindi: Native
Urdu: Expert
Marathi: Intermediate

Education:

Bachelor Of Arts (History & Political Science - Mumbai University) – 2010



HR Diploma (Studied HR recruitment, administration and document controlling process)-2016

IATA foundation (Studied Intl. travels, airports, airlines and computer reservation system)-2008

Skills:

Communication
Computer Skills
Decision Making
Employee Relations
HR Operations
HR System
Interviewing
Multi-tasking
Office Admin
Presentation
Problem Solving
Project Management
Quick Learner
Team Player
Time Management

Social Work:

Volunteer with Dubai Cares from MAY-2018

1. Back to school - edition of volunteer emirates - **2018**
2. Dubai cares walk for education - **2019**
3. Volunteer for the special Olympics world games - **2019**
4. World Para athletics games - **2019**
5. "The 7th Fazza international Boccia championship" - **2021**
6. Rewired summit 2021 (expo-2020 exhibition hall) - **2021**
7. Enriching the educational environment renovating schools - **2022**

Social Media:

<https://www.linkedin.com/in/babar-k-8a823a51/>

Declaration:

All information in this resume is true and correct to the best of my knowledge and belief. I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Babar Khan