

FARAH ZEESHAN

HR & ADMINISTRATIVE OPERATIONS MANAGER

📍 Dubai, UAE | ✉ farah.zee99@gmail.com | ☎ +971 054 214 9535 | 🔗 [LinkedIn Profile](#)

EXECUTIVE SUMMARY

Results-driven **HR & Administrative Operations Manager** with **14+ years** of experience optimizing business processes, **streamlining HR policies**, and leading **cross-functional teams**. Adept at **enhancing operational efficiency**, **budgeting**, and ensuring **regulatory compliance** to drive organizational success. Passionate about fostering a **productive, employee-centric workplace** while ensuring **smooth office operations**. Seeking to leverage expertise to contribute to a **dynamic organization** in Dubai.

CORE COMPETENCIES

✅ HR & Employee Relations | ✅ Talent Acquisition & Onboarding | ✅ HR Policy Development
✅ Administrative & Office Management | ✅ Process Optimization | ✅ Budgeting & Cost Control
✅ Procurement & Vendor Negotiations | ✅ Regulatory Compliance | ✅ Performance Management
✅ Staff Training & Development | ✅ Crisis & Risk Management | ✅ Strategic Planning
✅ Payroll & Compensation | ✅ Workflow Automation | ✅ Stakeholder & Community Engagement

PROFESSIONAL EXPERIENCE

HR & Administrative Operations Manager

Bay View Academy, Karachi, Pakistan | Jan 2016 – May 2024

Key Achievements & Responsibilities:

- ✓ Spearheaded **HR & administration operations**, aligning institutional goals with strategic planning, improving workflow efficiency by **20%**.
 - ✓ Managed **end-to-end recruitment** processes, onboarding **200+ employees**, enhancing talent retention.
 - ✓ Developed & enforced **HR policies** ensuring **100% compliance** with labor laws and institutional regulations.
 - ✓ Optimized **budget allocation & cost control**, reducing unnecessary expenditure by **15%**.
 - ✓ Streamlined **payroll management & employee benefits**, ensuring accuracy and transparency in compensation.
 - ✓ Established **procurement & vendor management strategies**, negotiating contracts to cut costs by **10%**.
 - ✓ Managed **student admissions & enrollment** processes, improving efficiency and student onboarding experience.
 - ✓ Led **crisis & risk management**, ensuring a **safe & compliant** operational environment.
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Senior HR & Administration Officer

Army Public School, Karachi, Pakistan | Jan 2011 – Dec 2015

Key Achievements & Responsibilities:

- ✓ Led HR operations, including recruitment, performance evaluations, and employee relations.
 - ✓ Implemented process improvements that boosted administrative efficiency by 25%.
 - ✓ Managed payroll & compliance, ensuring accuracy and adherence to labor laws.
 - ✓ Conducted training & development programs for staff, increasing employee engagement.
 - ✓ Streamlined vendor & procurement processes, optimizing cost and resource allocation.
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Administrative Assistant

Middlesex College, London, UK | Jun 2009 – Feb 2010

Key Achievements & Responsibilities:

- ✓ Managed **office operations & scheduling**, ensuring smooth daily workflows.
 - ✓ Prepared **budget reports & financial documents**, ensuring cost-effective resource utilization.
 - ✓ Coordinated **domestic & international travel arrangements**, optimizing travel budgets.
 - ✓ Maintained **office supplies & procurement**, negotiating vendor contracts for cost savings.
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EDUCATION & CERTIFICATIONS

- 🎓 **Postgraduate in IT** – British Institute, London, UK
- 🎓 **Bachelor's in Business Administration** – Leicester College, London, UK
- 🎓 **Advanced Diploma in Computers** – Leicester College, London, UK
- 🎓 **O Levels** – Arab Unity School, Dubai, UAE

🏆 Certifications & Achievements:

- ✓ **IELTS Score: 7.5** – London, UK
 - ✓ Trained & mentored new employees, enhancing operational efficiency.
 - ✓ Expertise in **accounting, financial management, and reporting**.
 - ✓ Successfully optimized **client database & scheduling systems**.
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TECHNICAL SKILLS

- 💻 **HR & Payroll Systems** – HRMS, CRM, ERP
 - 💻 **Software Proficiency** – Microsoft Office (Word, Excel, PowerPoint, Outlook), G-Suite
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WHY HIRE ME?

- ◆ **14+ years of experience** in HR & administration across **schools & corporate settings**.
- ◆ Proven track record in **optimizing HR processes, budget planning, and team leadership**.
- ◆ Expertise in **policy development, risk management, and strategic business planning**.
- ◆ A leader who fosters a **positive, high-performance workplace culture**.

💬 **Open to discussing job opportunities in HR, Administration & Office Management!** Let's connect! 🤝