



IDRIS FAIZEE

HR & Admin Assistant
Employee Lifecycle | HR Operations |
Success Factors | Visas and Insurance
FBM Hudson FZE, Jebel Ali, Dubai

CONTACT

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ACADEMICS

- 2022 | Masters in Commerce (Finance) - Banking & Business Economics from MLSU
- 2021 | Masters in Human Resource Management from MLSU

CERTIFICATIONS & VALUE ADDITIONS

- TCS - Knockdown the Lockdown
- SHRM Forum - Certificate of Participation
- Certificate of Participation on "Artificial Intelligence and HR Dynamics"
- Industrial Visits:**
Glenmark Pharmaceuticals, Goa
Shipyard, Power Grid Corporation

SKILLS

Core HR:

- Employee Lifecycle Management
- HR Operations and Administration
- Onboarding and Offboarding
- Employee Relations and Retentions
- Vis Processing
- Insurance and benefits Administration
- Rewards and Recognition Programs
- HR Documentation and Compliance
- Training & Development
- HR Policy Administration
- Payroll & Compensation Support

ABOUT ME

A HR professional with ~4 years of experience, handling daily HR operations and collaborating with cross-functional teams to ensure smooth business processes. Skilled in the full employee lifecycle, including employee management, retention, policy development, visa processing, insurance onboarding, HR documentation, HR reporting, UAE Labour Law, Payroll, HRMS (SuccessFactors) and Compliance and Employee Engagement. Proven ability to drive HR initiatives across program management, performance management, and talent/benefits administration.

PROFESSIONAL EXPERIENCE

Oct 24 – Present | HR & Admin Assistant | FBM Hudson FZE, Jebel Ali, Dubai

Aug 22 – May 24 | HR Executive | Sasken Technologies Limited, Bangalore

Dec'20 – Jan'21 | Human Resources Intern | Wonder Cements, Udaipur

Onboarding, Offboarding, Retention and Payroll of Employees

- Handling end to end activities pertaining to '*onboarding process*' for employees, which includes joining formalities, orientation/ induction sessions, familiarization with company's policies and ensure a smooth integration into the organization.
- Handling '*offboarding activities*' by working on exit documentation, exit interviews, and knowledge transfer which ensures a seamless and organized transition with departing employees.
- Working on enhancement of '*employee morale and their retention*' by implementing structured recognition frameworks and introducing innovative reward mechanisms based on workforce feedback.
- Working on '*payroll operations*' by validating timesheets, resolving discrepancies with departments, maintaining accurate records, and ensuring timely, compliant salary processing.

Employees' Visa's

- Handling end-to-end process of '*employee visa*' applications and its renewals, including preparing and submitting necessary documentation, coordinating with authorities and liaising with the management to obtain timely approvals for visa extensions.

Employees' Insurance, Medical Fee Reimbursements and other benefits

- Handling addition of new employees to the '*company's insurance policies*', ensuring accurate enrollment, documentation, and compliance with policy guidelines. Coordination with insurance providers and internal teams to facilitate seamless coverage for new joiners and maintaining updated records to support smooth benefits administration.
- Preparing and maintaining detailed dashboards for tracking and managing '*employee medical fee reimbursements*' throughout the year. Consolidating reimbursement claims, monitoring approvals, and ensuring accurate documentation in line with company policies and timely processing and enhancing transparency in employee benefits administration.
- Supported in analyse and maintain records related to employees' grievances, reviews, disciplinary actions. Assist in formulation of policies for the company.

SuccessFactors HR Operations

- Managed end-to-end HR processes including recruitment, onboarding, performance management, and employee data administration using SAP SuccessFactors modules, ensuring accurate data updates, workflow management, and compliance with organizational policies.

Technical HR:

- HRMS: SAP SuccessFactors
- Tools: MS Excel, Documentation Management

Soft Skills:

- Communication Skills
- Attention to Detail
- Stakeholder Management

PERSONAL DETAILS:

- DOB: 15 Jan 1996
- Marital Status: Married
- Nationality: Indian
- Language: English, Hindi

Employees' Travel arrangements

- Working and coordinating *end-to-end travel arrangements* for employees and overseas clients, managing bookings, confirmations, itinerary changes, and records to ensure smooth, policy-compliant travel experiences.

Rewards & Recognition (R&R) programs

- Managed end-to-end '*R&R programs*', including design, execution, and continuous improvement, ensuring alignment with organizational goals. Worked on the planning and execution of monthly, quarterly, and annual reward initiatives to enhance employee engagement, motivation, and performance.

Coordination and Support to other key stakeholders

- Collaborated *closely with business leaders and cross-functional teams* to identify high performers, ensure fair and timely recognition, and reinforce a culture of appreciation.