

SABA AKHTAR

HR Recruitment & Administration Specialist

Seasoned HR professional with 12 years of comprehensive experience spanning talent acquisition, workforce planning, and administrative operations across the UAE and Indian markets. Adept at transforming recruitment frameworks to attract high-caliber candidates while streamlining hiring workflows that significantly reduce time-to-fill metrics. Combines strategic HR policy formulation with hands-on employee development initiatives to foster productive workplace cultures. Recognized for implementing innovative referral systems and data-informed job description strategies that elevate applicant quality and retention rates. Possesses strong cross-functional coordination abilities, ensuring seamless collaboration between departments to enhance overall organizational efficiency.



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Dubai, UAE



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CORE COMPETENCIES

- Training Program Design & Delivery
- HR Policy Formulation & Implementation
- Performance Management Systems
- Logistics Planning
- Workforce Planning & Succession Management
- Administrative Operations & Office Management
- Cross-Functional Collaboration
- Full-Cycle Recruitment & Onboarding
- Talent Pool Development & Management
- Employee Engagement & Retention Strategies
- Data-Driven HR Decision Making
- Compliance & Certification Management
- Event Coordination

WORK EXPERIENCE

Recruiter

Alfa Financial (Pride Group)

November 2024 – February 2026

Dubai, UAE

Achievements/Tasks

- Proactively identified and engaged prospective clients through strategic outreach initiatives, expanding the company's customer base within the financial sector.
- Conducted comprehensive needs assessments with clients to understand their requirements, subsequently presenting customized financial solutions that addressed specific challenges.
- Delivered compelling product demonstrations and presentations to decision-makers, effectively communicating value propositions and technical features of financial services.
- Negotiated pricing structures and contract terms with clients, successfully closing sales agreements while maintaining profitability targets.
- Cultivated enduring client relationships through consistent follow-up and exceptional service delivery, securing repeat business and long-term partnerships.
- Monitored and achieved monthly sales objectives, compiling detailed daily and weekly performance reports for management review.
- Maintained current awareness of market dynamics, competitor activities, and emerging industry trends to inform sales strategies.
- Collaborated with marketing and support teams to optimize customer experience and address client feedback across the organization.

HR Recruiter

AMAFH Commercial Brokers

February 2023 – September 2024

Dubai, UAE

Achievements/Tasks

- Introduced a data-centric methodology for refining job descriptions, resulting in a 40% increase in qualified applicants and a 15% improvement in offer acceptance rates across multiple departments.
- Launched a gamified employee referral initiative that drove a 50% surge in referral-based hires and enhanced new employee retention by 25% within a twelve-month period.
- Constructed and maintained a robust talent repository for anticipated vacancies, slashing hiring timelines by 95% and boosting overall recruitment productivity by 75%.
- Partnered with hiring managers to define role specifications and develop targeted sourcing strategies for specialized commercial broker positions.
- Orchestrated end-to-end recruitment lifecycles including job posting, candidate screening, interview coordination, and offer negotiation.
- Conducted onboarding sessions and facilitated smooth transitions for newly hired employees into organizational culture and workflows.

Administrative Assistant

Virtue Pvt. Limited

January 2016 – December 2021

Jamshedpur, India

Achievements/Tasks

- Oversaw comprehensive recruitment operations for fire and security personnel, encompassing job advertisement creation, candidate interviewing, and verification of professional certifications.
- Designed and facilitated targeted training programs addressing staff performance gaps and regulatory compliance requirements, leading to measurable improvements in operational standards.
- Functioned as the primary HR liaison for employees, managing accurate documentation of training progress and certification renewals.
- Administered employee records and maintained organized filing systems for performance evaluations and disciplinary documentation.
- Coordinated with department heads to address staffing needs and resolve employee concerns in a timely manner.
- Prepared and processed payroll-related documentation and leave management records.

Administrative Assistant

Big Bazaar

January 2010 – December 2015

Jamshedpur, India

Achievements/Tasks

- Managed over 200 daily customer and stakeholder inquiries through telephone and email correspondence, consistently delivering professional and efficient responses.
- Drafted and formatted official memoranda, reports, and business correspondence utilizing advanced MS Word functionalities.
- Recorded and distributed meeting minutes, capturing actionable items and ensuring accountability among participants.
- Facilitated inter-departmental communication channels and addressed guest queries to maintain seamless operational flow.
- Organized logistical arrangements for corporate conferences, including hotel accommodations, transportation services, and scheduling for events accommodating more than 150 attendees.
- Maintained office supply inventory and managed procurement requests to support daily administrative functions.

EDUCATION

Graduation

Ranchi University – Ranchi, India | 2005 – 2008

CERTIFICATIONS

- Certified Human Resources Professional (CHRP)
- Certified Human Resources Manager (CHRM)

PROFESSIONAL SKILLS

- **Recruitment & HR Skills:** Talent Sourcing & Acquisition, Interviewing & Selection, Job Description Optimization, Employee Relations, Training & Development, Policy Development, Referral Program Management, Performance Management
- **Administrative Skills:** Office Administration, Records Management, Meeting Coordination, Correspondence Handling, Event Logistics, Vendor Coordination, Travel Arrangements, Office Supply Management
- **Technical Skills:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HRIS Management, Applicant Tracking Systems, Data Analysis Tools, Digital Communication Platforms

ADDITIONAL INFORMATION

- **Visa Status:** Own Visa
- **Languages:** English, Hindi, Urdu
- **Willingness to Relocate:** Available for opportunities across the UAE