

ANAM KHAN

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PROFESSIONAL PROFILE

Strategic **HR Operations Lead** with 5+ years of UAE expertise (MOHRE/DAFZA) managing 230+ employees. Proven track record in leveraging **Looker Studio** for budget optimization, procurement, and high-impact engagement initiatives.

CORE COMPETENCIES

- **HR Strategy:** Employee Lifecycle Management, Onboarding/Offboarding, SLA Compliance.
- **Government Relations:** UAE Labor Law, Visa/Immigration (Free Zone & Mainland)
- **Operations:** Budget Tracking (Looker), Multi-site Facilities Management, Vendor Procurement.
- **Engagement:** Corporate Event Planning, Annual Summits, Cultural Programming.
- **Technical:** Advanced Data Analysis, Arabic (Reading/Typing), CRM/ERP proficiency.

PROFESSIONAL EXPERIENCE

DERIV | Dubai, UAE *HR Operations & Global Administration* | 2023 – Present

- **Financial Oversight:** Engineered a real-time Admin Expense Budget Dashboard using **Looker Studio** to monitor variance and automate reporting for global leadership.
- **Procurement Lead:** Directed the full supplier invoice lifecycle and standardized online procurement for Admin, GP, and IT departments.
- **Facility Management:** Oversaw daily operations for a multi-floor office, ensuring 100% utility uptime and support for 230+ staff.
- **Compliance:** Managed end-to-end UAE visa and immigration workflows for Mainland entities.
- **SLA Management:** Administered the Employee Master List, leave tracking, and processed all reimbursements within strict corporate timelines.
- **Culture:** Spearheaded high-impact engagement initiatives

JUMA AL MAJID HOLDING GROUP L.L.C. | Dubai, UAE *Public Relation Officer (HR)* | 2021 – 2023

- **Regulatory Mastery:** Managed high-volume transactions via **MOHRE, GDRFA/Amer, ICA E-Channel, and DAFZA** portals.
- **Talent Support:** Coordinated interview scheduling, orientation sessions.
- **Nationalization:** Trained and mentored Emirati candidates as part of the group's Emiratisation (Nafis) initiatives.

TAS-HEEL (PREMIUM) | Dubai, UAE *Business Development & Compliance Consultant* | 2019 – 2021

- **System Optimization:** Redesigned filing and tracking systems for Emirates ID and Medical Fitness, reducing processing delays by identifying bottlenecks.
- **Client Relations:** Managed escalations and maintained long-term relationships with corporate accounts.

EDUCATION

- **B.A. in Travel & Tourism Administration** | Amity University Dubai (**Silver Medalist**)
- **Senior School Certificate** | New Indian Model School UAE (**CGPA: 9.0**)