



HUMAIRAH SHAIKH

EXPERTISE

- Global Talent Acquisition
- Employee Onboarding & Offboarding
- Payroll, Leave & Attendance Management
- Performance Reviews, KPIs, and PIP
- Compensation Benchmarking & Benefits Administration
- Multi-Country HR Compliance
- HR Process Design & Automation
- Strategic Workforce Planning
- HR Analytics & Metrics, Dashboards & Reporting

EDUCATION

University of Mumbai

Bachelor's Of Science; Specialized in Chemistry, 2017

AWARDS

Top Contributor - WhiteHat Jr · Oct 2020

Over-achieved targets for consecutive 5 weeks

Spot Award - Capita Plc · Jun 2021

Closed 3 roles in a row for Capita Translation & Interpretation, UK within a month of joining

Top Contributor - Capita Plc · Aug 2021

Proactively picked up additional tasks along with BAU and delivered commendable results

Spot Awards - Capita Plc · Dec 2021

Managed Real estate and infrastructure division with minimum supervision and had a diversity hire in Nov 2021

Mumbai, India (Open to relocate)

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SUMMARY

HR Professional with 10+ years of experience across FinTech, Media, Ed-tech, IT, Staffing & Consulting. Expertise in global talent acquisition, HR operations, multi-country compliance, payroll coordination, performance management, and HR process digitalization. Experienced in supporting distributed teams across 10+ countries and optimizing HR systems to improve efficiency, compliance, and employee experience.

WORK EXPERIENCE

Musaffa LLC (US based FinTech)

Dubai

Human Resources Generalist

Mar 24 till date

As the first HR hire at Musaffa, I built the entire people function from the ground up, supporting 80+ employees and contractors across UAE, Qatar, US, UK, Canada, India, Uzbekistan, South Africa, Malaysia & Indonesia.

- Led full-cycle global recruitment with a 21-day average time-to-fill, including structured interviews and compensation discussions until Onboarding new hire.
- Conducted salary benchmarking to ensure competitive and fair pay structures.
- Managed international payroll coordination and time tracking through Rippling.
- Partnered with legal advisors on employment contracts aligned with local labor laws and EOR requirements.
- Maintained centralized HR data tracker covering headcount, hiring, exits, and promotions; shared reports with management.
- Conducted one-on-one meetings and team check-ins to support employee engagement and retention.
- Supported internal mobility planning and workforce needs based on business growth.
- Managed Dubai office administration, vendor coordination, invoicing, and procurement.
- Provided executive support to CEO & COO, including scheduling, documentation, and contractor 1099 tax coordination.

ITP Media Group FZ LLC

Dubai

Talent Acquisition Coordinator

Dec 23 - Mar 24

- Led global talent acquisition, sourcing strategies, and internal mobility initiatives.
- Managed interviews, salary negotiations, and offer extensions.
- Enhanced employer branding and recruitment metrics through KPI dashboards.
- Handled vendor contracts, optimized services, and ensured compliance.
- Developed recruitment strategies, conducted market research, and promoted inclusive hiring.
- Provided excellent candidate experience and facilitated onboarding for agencies.

Human Resources Coordinator

Mar 22 - Jun 23

- Managed employee life cycle (onboarding to offboarding) across multiple brands.
- Resolved employee concerns and implemented engagement strategies to improve morale.
- Support the performance management process, including appraisals, feedback, and improvement plans.
- Oversee payroll processing and HR administration, ensuring accuracy in records and salary disbursements.
- Handle visa applications, renewals, and cancellations, ensuring compliance with UAE labor and immigration laws.
- Led projects such as the ITP Awards Annual events and procurement activities, ensuring effective execution and completion
- Manage vendor onboarding and coordinate with suppliers for HR-related services and needs.
- Developed HR policies and generated reports to support decision-making.

TOOLS

Applicant Tracking Systems (ATS): ZohoRecruit, Taleo, Avature

HRMS Platforms: Workday, Oracle, ZohoPeople, Rippling, Darwinbox, Greythr, Empower, Abacus

Job Boards: LinkedIn, Bayt.com, GulfTalent, Naukri, Indeed, Monster, Reed, CWJobs, AngelList

Design & Multimedia: Canva, Adobe Illustrator

Productivity Tools: Microsoft Office Suite, Google Workspace (Docs, Sheets, Slides), Notion, ZoomInfo

LEARNINGS

Payroll Operations
Issuing Organisation: Rippling
Issued On: Dec 2025

Human Resources: Leadership & Strategic Impact
Program: HR Certification Institute® (HRCI®)
Issued On: May 2025

Human Resources: Compensation and Benefits
Program: HR Certification Institute® (HRCI®)
Issued On: May 2024

UAE Labor & Employment Law
Issuing Organisation: Red Learning
Issued On: Oct 2023

Talent Sourcing
Program: Society for Human Resource Management (SHRM®)
Issued On: Feb 2022

Human Resources: Strategic Workforce Planning
Program: HR Certification Institute® (HRCI®)
Issued On: Feb, 2022

Excel with LinkedIn Recruiter Assessment
Offered by LinkedIn Talent Solution - Customer Learning
Issued On: June 2021

Capita Plc

Resourcing, Senior Analyst (Senior Recruiter)

Remote
Feb 21 - Jan 22

As part of the team responsible for internal mobility, recruitment, and talent resourcing at Capita plc in the UK & Ireland, my contributions included:

- Filling 50+ mid-to-executive level positions
- Reducing agency hiring costs from 20% to 6% and shortening time-to-fill
- Assisting hiring managers with resource planning and talent identification
- Building strong relationships with key stakeholders

Additionally, I managed LinkedIn Recruiter Admin access, driving a 35% increase in response rates over 6 months through training, usage tracking, and reporting, resulting in significant cost savings.

WhiteHat Education Technology Pvt. Ltd

Talent Acquisition Executive (Contract)

Remote
Jul 20 - Jan 21

Developed recruitment strategies and led salary negotiations, while managing onboarding and internal mobility programs.

Accenture

Senior Recruiter (Contract)

Mumbai, India
Apr 20 - Jul 20

Conducted competency-based interviews, salary negotiations, and managed pre-employment testing for diverse roles.

OLX Group

Human Resources Executive

Mumbai, India
Oct 17 to Feb 20

Managed talent acquisition, onboarding, employee engagement, and payroll administration for niche roles.

KEY PROJECTS

Musaffa LLC

- **HR Process Development:** Built and integrated HR processes into the Rippling system; collaborated with the legal team on region-specific contracts.
- **30, 90, 180 Day Onboarding Plans:** Created 30, 90, and 180-day onboarding plans for employees and contractors, enhancing integration and engagement.
- **Performance Management Plans:** Developed performance management plans to facilitate employee development and regular performance assessments
- **Time Off Policy and Entitlements:** Created a time off policy tailored to various regions, including the US, UAE, Uzbekistan, Canada, India, Malaysia, Indonesia, and Qatar, ensuring compliance with local regulations.
- **Offboarding Plan Implementation:** Designed and implemented an offboarding process for all employees and contractors, streamlining exit procedures and ensuring compliance.

ITP Media Group

- **Digitalization of Employment Folders:** Transformed physical employment folders into a digital format secured in an HRMS, improving accessibility and data management with the assistance of an intern.
- **HR Process Digitalization:** Leveraged Zoho One product to digitalize HR processes, enhancing operational efficiency and data management within the HR department.
- **Procurement of New Hotels:** Successfully onboarded 3 new hotels for employees migrating from various regions, managing contracts and negotiations to facilitate smooth transitions.
- **Contract Compliance and Revision:** Collaborated with the compliance team to update employment contracts in accordance with UAE, KSA, and Lebanon labor laws, ensuring legal compliance and best practices.
- **Onboarding Presentation and Welcome Kit Development:** Recreated the onboarding PowerPoint presentation and designed a welcome kit for new joiners, collaborating with suppliers to bring this initiative to fruition.
- **UK Recruitment Drive:** Successfully led a recruitment drive in the UK, hiring seven candidates willing to migrate to Dubai, effectively expanding the talent pool for the organization.