**Farzad Shamshad**

**Mob: +92 303 5725739**

**Email:** [**farzad.shamshad1@gmail.com**](mailto:farzad.shamshad1@gmail.com)

**Karachi Pakistan**

**Professional Summary:**

Highly motivated and experienced HR Administrator with 8 years of experience in payroll administration, benefits management, and employee relations. Proven ability to manage all aspects of the payroll process, from data entry to processing payments, while ensuring compliance with all relevant regulations. Skilled in using a variety of HR software applications and have a strong understanding of HR best practices.

**Working Experience:**

**Ebrahim Textile Mills (Pvt) Ltd**

**Assistant Manager – Admin & HR**

**July 2018 – Present**

* Assist with day to day operations of the HR functions and duties.
* Provide clerical and administrative support to Human Resources executives.
* Compile and update employee records (hard and soft copies).
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations).
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves).
* Communicate with public services when necessary.
* Properly handle complaints and grievance procedures.
* Dealing EOBI and SESSI.
* Coordinate communication with candidates and schedule interviews.

**Golden Spoon Group (Muscat Oman)**

**Executive – Admin & HR**

**December 2016- May 2018**

**Duties & Responsibilities:**

* Manage all human resource activities, administer HR Policies.
* Creating and implementing HR strategies and initiatives aligned with the overall business strategy
* Managing & leading the recruitment and selection process.
* Managing & leading on boarding processes.
* Lead and monitor overall HR strategies, systems, tactics and procedures across the organization
* Create a positive working environment.
* Report to management and provide decision support through HR metrics.
* Close coordination with recruitment agencies and recruitment portals for hiring of best suitable candidates.
* Oversee the recruitment process in coordination with Division Managers and on the whole Golden Spoon Group, hiring, offers, manpower planning and long term staffing strategies.
* Supervise the formalities related to Ministry of labor and Immigration.
* Ensure new employee induction is properly implemented.
* Meet with all the new employees to establish one on one relationship with the new comers.
* Prepare employee separation notices and related documents and conduct exit interviews to
* determine reason behind separation.
* Conduct investigation as needed to resolve employee relations and legal issues and advice management of appropriate solution.

**Fauji Akbar Portia Marine Terminal (Port Qasim)**

**Operation Officer – Cargo Department**

**Sep 2012 to Nov 2016**

**Duties & Responsibilities:**

* Managing & coordination all staff and subordinates along with custom representatives & clearing Agents.
* Ensuring that all appropriate documentation is kept on file and available for inspection at all times.
* Monitoring the quality and efficiency of both the movement and storage of stock.
* Tracking deliveries and making sure the right stuff gets to the right place.
* Innovative and able to clearly and concisely present required operational reports.

**Qualifications:**

* Intermediate – Computer Science
* Bachelors of Commerce - Qualified

**Interpersonal Skills:**

* Adaptable to changes
* Good time management skills
* Ability to work under pressure
* Good team player
* Good communication skills
* Ambitious and dedicated towards work

**Language Skills:**

* Urdu – Native
* English – Expert
* Hindi – Expert

**Personal Information:**

**Religion:** Islam

**Nationality:** Pakistani

**DOB:** 23 – May - 1994