



# Ahmed Ali

HR Assistant Manager

## Contact

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📍 Pakistan, Punjab, Lahore

## Education

Bachelor of Arts  
Punjab University | 2022-2023  
  
8 year islamic Degree  
Dawat-e-Islami University | 2014-2022

## Skills

Recruitment and Selection  
Employee Relations  
Performance Management  
Training and Development  
Organizational Skills  
HR Compliance

## Profile

An accomplished HR professional with 2 years of experience in various aspects of HR management, including recruitment, employee relations, performance management, benefits administration and HR compliance. Possesses excellent communication.

## Experience

HR Assistant Manager  
Dawat-e-Islami Trust | 2021-2023

- Managed the recruitment process for various positions, including posting job openings, screening resumes, conducting interviews, and making job offers.
- Coordinated the performance management process, including goal setting, performance evaluations, and feedback sessions.
- Administered employee benefits programs, such as health insurance, retirement plans, and paid time off, and ensured compliance with regulatory requirements.
- Developed and implemented HR policies..

References:

Available upon request