

MUHAMMAD ISHTIAQ
S/O Haji Muhammad Boota
Cell: 0300- 4738417
Email: muhammadishtiaq222@gmail.com



ACADEMIC DETAILS:

M.HRM	Virtual University	2 nd semester
B.Com	Punjab Uni Lahore	2012
F.Sc	BISE Fsd	2008
S.S.C	BISE Fsd	2006
Computer Skills	6 Month diploma	2009

PERSONAL DETAILS:

Resident of	Faisalabad
Date of Birth	January 2, 1990
Marital Status	Unmarried
Religion	Islam

CERTIFICATIONS:

Human Resources Management by Great Learning academy online course.
Principles of Management by Great Learning academy online course.

Profile Summary:

10 X Years Administrative and Human Resources Professional Experience in industry. As administrative and HR Professional supporting senior level executives in areas such as Human Resources, Recruitment , Leave and Attendance Management, Employees welfare, Project coordination, Meeting with government agencies, Event planning, Logistic arrangement, Horticulture, Building decorum, Supervision of janitorial staff, Security matters, Housekeeping, Civil works, Residences & Mess management etc.

Professional Experience

AL-ARABIA SUGAR MILLS LTD SARGODHA

Assistant Manager HR/Admin

(Sharif Group)

November 2021 to till date

RASOOL NAWAZ SUGAR MILLS LTD FAISALABAD

Executive HR/Admin

(Gourmet Group)

July 2015 to September 2021.

HR/Admin Officer

April 2014 to June 2015.

Establishment Assistant

November 2012 to March 2014.

Responsibilities:

- Incharge for the Human Resources Operational work for employees - On-Boarding to Exit formalities.
- Shortlisting & Conduction of interviews for hiring. Issuance of Job offer, Appointment letter, confirmation letter and appraisals on basis of KPI's. Compliance of Company Policies and labor Policies.
- Dealing with PESSI, EOBI, food and local government departments. Working closely with the GM Admin to lead staff. Monthly contributions and employee cards from PESSI & EOBI.
- Assisting with manager in planning, orientation of new employees and proper documentation.
- Workers welfare cases like marriage grant, death grant, scholarship, disabled quota, eobi pensions.
- Worked with immediate supervisor to resolve grievance handling. Drafting of letters to departments.
- Coordination with incoming guests on behalf of Organization, management of meals, accommodation.
- Dealing with school matters, registrations, Factory documents, Office record, office management,
- Dealing with mills transport department, canteen management, gate office supervision, civil estimates.
- Purchase demands, issuance record, office supplies. Management the payroll, personal data & leave record system.
- Conduct training sessions for workers and employees of the company to raise their awareness.
- Audit compliance. Management of subsidized Meal Bills, Canteen, Official guests, Accommodation.

Reference will be provided on demand.