

A Seasoned professional, consultant with circa half a decade of Spear heading experience in Administration, Human Resource Management, Financial Management, Business Development and Operations, I want to work for an equal opportunity organization offering good, challenging working environment where upward mobility and compensation are ensured based on productivity and performance with a mission to leave a legacy.

Skills

- Strong communication skills
 - Skilled in team building and leadership
 - Flexible and adaptable
 - Patient and empathetic
 - Quick Learner
 - Proactive and persuasive
 - Excellent time management skills
 - Experienced in administration tasks
 - Strategic Thinking
 - Project Management
 - Relationship Building
 - Change Management
 - Recruitment and Talent Management
 - Compensation & Benefit Management
 - HR Strategy Development
 - Performance Management
 - Negotiation and Conflict Resolution
 - Strong leadership skills
 - Employee Relations
 - Business Development
 - Strategic Planning
 - Business Acumen
 - Sales and Marketing
 - Training and Development
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Experience

August 2023 – Current (Karachi)

Manager HR – Horyzon Zero Services (BPO)

Current JD

- Secretary BOD - Human Resource and Remuneration (HR&R) Committee.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Policies & Procedures

June 2022 – July 2023 (Karachi)

HR Manager

Skills Aims Consultancy (Pvt) Ltd

- Payroll Management
- Implementation of HR policies
- Major member in all the HR activities like recruitment process, performance appraisals, exit process of employee
- Maintain Complete record of employees, update the data and check on daily basis
- Timely payment and record keeping of EOBI & Social Security Records
- Communication with EOBI & Social Security officials
- Take care of the EOBI portals
- Deal with all the quires of the employees and solve them by taking necessary actions
- Guide the employees about the processes and policies of the company
- Resolve issues between employees
- Support in all HR activities and assist the CEO

February 2015 – May 2022

Executive Training & Development

Institute of Business Administration (IBA) Karachi

- Conducts annual training and development needs assessment.
- Develops training and development programs and objectives.
- Administers spending against the departmental budget.
- Obtains and /or develops effective training materials utilizing a variety of media.
- Trains and coaches managers, supervisors and others involved in employee development efforts.
- Plans, organizes, facilitates and orders supplies for employee development and training events.
- Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Modifies programs as needed.
- Exemplifies the desired culture and philosophies of the organization.
- Works effectively as a team member with other members of management and the HR staff.

December 2013 – January 2015

Assistant Administrator

Hamdard University, Karachi

- Maintain building i.e labs, offices. classrooms etc
- Develop coordination with all departments, faculty Student Affairs
- Arrange all meetings related to academic issues etc.
- Daily reporting to Administrator about the progress and issues Supervise all staffs
- Solve all daily issues related to teaching and non-teaching staff
- Member of Disciplinary committee.
- Organize events

February 2012 – February 2013

HR & Admin Officer

Lucky Textile Mills, Karachi

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)

February 2012 – February 2013

MTO - HR

NBP Fullerton Asset Management Limited, Karachi

- Letter Drafting (Appointment, Verification and others required internally/externally)
- Managing attendance record
- Corresponding with every HODs for informing monthly attendance summary at the end of the week.
- Managing employees benefit i.e. Fuel, Out patient / Inpatient claims LFA
- Managing confirmation of employees
- Correspond with PSO for informing the addition / deletion on timely basis and for cards limit revision after every 06 months
- Correspond with insurer (Life & Health) for informing the addition / deletion on monthly basis.
- Responsible to execute monthly payroll of permanent, contractual & outsourced employees pan Pakistan & liaison with Bank personnel for smooth fund transfer
- Formulate Policies & strategies regarding Human Resources
- Execute the process for final settlement of employees
- Upgrading HR manual, employee hand book, forms, procedures
- Conduct initial interviews of lower level staff & internees

Internships

- Askari Bank Ltd in HR Department
- Telenor at Credit & Fraud Department

Education

2012 – 2014

Degree : Masters of Human Resource Management (MBA)

University : Khadim Ali Shah Bukhari Institute of Technology, Islamabad (KASBIT)

Certifications:

2022– 2022

Certificate : Certified Human Resource Professional (CHRP)

Institute: HRCI