

# Muhammad Adnan Rao

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## Summary

Human resources representative with experience Headhunting, managing employee hiring and onboarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at building and maintaining relationships, representing shared company values and managing employees across all levels of an organization. Proficient with HRIS, ERP and benefits management.

## Experience



### Assistant Manager HR & Admin

PDH Laboratories (Pvt.) Limited

Apr 2023 - Present (6 months)

Responsible for Recruitment & Onboarding process.

Assist HR Head in making and implementation of policies.

Keeping, maintaining and updating employee's record.

Implement effective sourcing, screening and interviewing techniques.

Assist HR Head in Performance Management & Reward System.

Assist HR Head in Succession Planning & OD.

Assess training needs and coordinate learning and development initiatives for all employees.

Review current HR technology and recommend more effective software.

Oversee daily operations of the HR department.

Assist in Fleet Management, Mess & Security.

Dealing with external & Legal bodies i.e., EOBI, Social Security, Labour Dept.

Making & implementation of SOP's & Policies. Addresses employee's requests & grievances.



### Human Resources Executive

PDH Laboratories (Pvt.) Limited

May 2022 - Apr 2023 (1 year)

Responsible for Recruitment & Onboarding process.

Assist HR Head in making and implementation of policies.

Keeping, maintaining and updating employee's record.

Coordinate with banks for accounts opening of employees.

Implement effective sourcing, screening and interviewing techniques.

Assess training needs and coordinate learning and development initiatives for all employees.

Act as the point of contact regarding labor legislation issues

Manage employees' grievances.

Review current HR technology and recommend more effective software.

Oversee daily operations of the HR department.



### Human Resources Executive

## BUTT PAINTS INDUSTRY

Jan 2022 - Apr 2022 (4 months)

Build and report on quarterly and Annual hiring plans.

Create and publish job ads in various portals.

Network with potential hires through professional groups on social media and during events.

Collaborate with hiring managers to set qualification criteria for future employees.

Screen resumes and job applications.

Conduct initial phone screens to create shortlists of qualified candidates.

Interview candidates in-person for a wide range of roles (junior, senior and executive)

Track hiring metrics including time-to-hire, time-to-fill and source of hire.

Design, distribute and measure the results of candidate experience surveys.

Train and advise hiring managers on interviewing techniques and assessment methods.

Host and participate in job fairs.

Follow up with candidates throughout the hiring process.

Maintain a database of potential candidates for future job openings.



### Assistant Controller

China Huaneng Ruyi coal Power plant Sahiwal

Dec 2018 - Dec 2021 (3 years 1 month)

Responsible for effective and efficient working of water house operation system. Responsible for daily inspection and monitoring of equipment's & making reports on daily basis.

Responsible to identify the workplace and workforce issues and report them to relative department.



### Human Resources Intern

SEPCO-1 at Huaneng Ruyi Coal Power Plant Sahiwal

Jul 2019 - Aug 2019 (2 months)

Recruitment and selection. Employee relations. Performance management. Leadership and team development.

## Education



### PMAS Arid Agriculture University Rawalpindi

Master of Business Administration - MBA, Human Resource Management

Oct 2017 - Mar 2021

Recruitment & Selection, Training and development, performance management, Strategic HR management, career Planning and career growth, Team and group development



### Bahauddin Zakariya University

Bachelor's degree, Economics

2015 - 2017

Humanities group

major course that I taught is Economics

## Licenses & Certifications

 **Responsible Leadership Certificate** - Unicaf

 **Leadership Development Certificate** - HR SUCCESS TALK(™)

 **Analyzing and Visualizing Data with Microsoft Power BI** - Omni Academy -  
Training & Consulting Firm

## **Skills**

Performance Appraisal • Training & Development • Job Description Development • Technical Recruiting  
• Administrative Assistance • Operating Systems • Process Monitoring • Field Inspection • Reporting  
• Human Resources Information Systems (HRIS)