**Sarosh Zafar**

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**Personal Statement:**

The reason behind my interest in studying HR and pursuing a career in this field stems from my desire to contribute positively to the workplace. I am driven by the opportunity to establish a supportive and inclusive environment for employees. Moreover, I find great satisfaction in assisting individuals in enhancing their skills and progressing in their professional journeys.

Additionally, I am drawn to the problem-solving and strategic management of HR, including talent management, organizational development, and employee relations. I have 18 years of experience in HR, compliance & administration, seeking a challenging Human Resource &administration/compliancerelated opportunity to utilizing my extensive corporate HR & compliance experience.

**Work Experience:**

* **Rehmat-e-Shereen** as a **Deputy Manager HR & Admin (2022 to 2023) Responsibilities included:** All HR & admin operations; attendance management, policy making, T&D, recruitment, payroll, performance management, security arrangements government agencies matters, employee compensation & benefits & scrap waste management.
* **Fatimah Jinnah Dental Hospital & College** as a **Manager HR & Admin (2020 to 2022) Responsibilities included:** Overall HR & admin operations, recruitment, payroll, performance management, security arrangements, EHS.
* **14th Street Pizza** as an **Assistant Manager HR & Admin (2019-2020) Responsibilities included:** Recruitment, payroll, performance management, policy making, HR planning & all other admin operations including health & safety.
* **Intertek Pak Private Ltd** as an **Officer HR & Compliance (2017 to 2019) Responsibilities included:** All HR operations, compliance & client inspections & audits.
* **Imtiaz Super Market** as a **Senior Executive HR (2015 to 2017). Responsibilities included:** All HR operations; recruitment, attendance, payroll, grievance, appraisals, leave management etc.
* **Trade key Pvt Ltd** as an **Executive HR (2009 to 2015). Responsibilities included:** HR operations; attendance, payroll management, grievance, appraisals, leave management etc.
* **Axact** as an **Administrative Officer Offshore (2008 to 2009) Responsibilities included:** Fleet management, fumigation, security arrangements, staff shift change workings, staff facilitation activities and, event management.
* **Liaquat National Hospital Karachi** as **Departmental Secretary/Coordinator (2005 to 2008).**
* **Responsibilities included:** To handled all departments’ administrative operations, including coordination with Doctors, Consultants and other paramedical staff, arranged meetings & events.
* **Madina Traders** as **Assistant Manager HR (2000 to 2005). Responsibilities included:**  HR & administration operations including procurement, security arrangements, waste management etc**.**
* **College of Business Administration** as **Admin/Accounts Officer (1997 to 2000) Responsibilities included:** Overall admin & accounts operations**.**

**Internships:**

* **Glaxo Smith Kline Pakistan Ltd as internee** (March 2002 to May 2002) (6 weeks)
* **Askari Commercial Bank Ltd as internee** (July 2004 to Sep 2004) (8 weeks)

**Personal and Professional skills:**

**Communication & Negotiation skills:** Through my extensive experience collaborating with individuals from various backgrounds and engaging with them at various levels, I have developed robust communication and negotiation skills. This enables me to effectively address the needs of my team and communicate with them accordingly. Additionally, I possess fluency in multiple languages, including Urdu and English, allowing me to effectively communicate with a diverse range of individuals.

**Leadership skills**: As I advance in my career as an HR professional, my demonstrated leadership skills will prove to be advantageous. Possessing these skills showcases my capability to assume control and accountability not only for my own tasks but also for the performance of my team. This, in turn, can contribute to the attainment of organizational objectives while enabling me to evaluate the strengths and weaknesses of my team members.

**Teamwork:** My ability to collaborate effectively with my team members and provide mutual support in managing the department's daily operations is crucial for maintaining its efficiency.

**Adaptability:** In my role as an HR professional, I actively contributed to decision-making processes and strategic planning. My ability to anticipate the need for changes allowed me to effectively forecast future requirements. For instance, as the business expands, it becomes prudent for the HR department to consider investing in the existing workforce by creating tailored training and development initiatives.

**IT skills:** As an HR professional, I possess proficiency in utilizing fundamental software such as computer operating systems and spreadsheets, in addition to advanced HR software. Having a comprehensive comprehension of software functionality, troubleshooting basic problems, and identifying suitable software programs for specific tasks is an essential skill for my profession. While I acquired knowledge of most of those software’s during my education, several organizations I worked for, also provided me a training for effective utilization.

**Organizational & Management skills:** As a requirement of my role, it is necessary for me to oversee and arrange various aspects such as professionals' documents, employee records, computer files, their personal workspace, and time management. To me, being organized entails establishing a systematic approach for physical objects, such as documents, and categorizing them based on criteria such as name, date, or other distinguishing characteristics. This practice greatly aids me in locating the appropriate documents promptly whenever the need arises.

**HR/Admin professional skills:** During my 18 years of work experience, I have been fortunate enough to enhance my HR/admin professional skills, including **recruitment & selection, audit, fleet management, strategic thinking, policy making, building relationships, conflict resolutions, health & safety, security affairs, event management and training & development** .

**Education:**

* **MS Iqra University Human Resources 2022- 2024**
* **MBA Preston University Accounting & Finance 2003-2005**
* **BBA PIMSAT HR & Management 2001-2003**
* **BA University of Karachi IR & Economics 2002-2004**

**Other professional acquisitions:**

* Specialization in Human resource management 2009
* Attended telephonic conversation workshop 2008
* Appeared time management workshop 2008
* Participated in strategic relationship management workshop 2008
* Engaged in workshop focus on conflict management 2008
* Joined a workshop aimed as to addressed personal dynamics. 2004.