



Karachi, Pakistan



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shayan041@gmail.com



28 February 1988



Education

Masters in Business Administration

(3.73/4: 93.25%)

ILMA University, Karachi

April, 2014– December, 2017

Bachelors of Arts (50.75%)

University of Punjab, Lahore

March, 2010– December, 2012

**Post–Matric Diploma Of Associate
Engineering In Electronics and
Aerospace Communications (72.92%)**

School of Electronics, Karachi

August, 2006– February, 2009



Professional Skills

- ✚ Communication & Interpersonal Skills
- ✚ Business Acumen
- ✚ Job/Task Prioritization
- ✚ Active Listening And Teamwork
- ✚ Conflict Resolution
- ✚ Excellent Writing Skills

SAMIULLAH KHAN

Human Resources Professional



Summary

A highly skilled human resources professional with over 6 years of experience in recruitment & talent acquisition, training & development, compensation & benefits management, employee relationship management, employee wellbeing, HRMS, job performance management, and industrial relationship management. With a proven track record in implementing HR policies that enhance productivity and employee satisfaction. I excel at developing effective HR strategies and managing diverse teams with the utmost professionalism. I am eager to contribute to a forward-thinking company by providing expert HR management and robust leadership.



Experience (6 Years)

Assistant Manager HR: Dewan Cement Limited, Karachi

(March 2022 – March 2024)

Key Responsibilities: Recruitment & Talent Acquisition, Training & Development, Compensation & Benefits Management, Employee Relationship Management, Employee Wellbeing, HRMS, Job Performance Management, Industrial Relationship Management, Strategy Formulation & Implementation.

Senior Executive HR: Dewan Sugar Mills Limited, Karachi

(October 2021 – March 2022)

Key Responsibilities: Payroll, Recruitment, On-Boarding, Employee Wellbeing, HRMS, Employee Negotiation & Conflict Resolution, Compliance, Succession Planning.

HR Executive: Ecopack Ltd, Rawalpindi

(September 2020 - September 2021)

Key Responsibilities: Recruitment, Training and Development, Employees On-Boarding and Off-Boarding, Employee Database Management, Compliance.

- ✚ Dependability
- ✚ Coaching & Advocacy Skills
- ✚ Relationship-Building
- ✚ Emotional Intelligence
- ✚ Resilience
- ✚ Technological Skill
- ✚ Analytical & Reporting Skills
- ✚ Diversity & Inclusion
- ✚ Effective & Impactful Decision Making
- ✚ Legal and Ethical Skills
- ✚ Process Optimization
- ✚ Problem Solving Skills

Tech Skills

- ✚ MS Office
- ✚ Social Media Tools
- ✚ HRIS
- ✚ ATS
- ✚ TMS
- ✚ SQL
- ✚ PMIS
- ✚ FlowHCM

HR Officer: EcoPack Ltd, Hattar Industrial Estate

(September, 2019- August, 2020)

Key Responsibilities: Payroll Management, Employee Attendance Management, Initial/Exit Interviews, HRIS (ATS, PMIS, L&DIS, SQL etc), Compliance.

Management Trainee: Ecopack Ltd, Hattar Industrial Estate

(February, 2018- August, 2019)

Key Responsibilities: Office Management, Employees Record keeping, Employee Attendance Management, Documentation and Drafting, Training/Meetings presentations preparation, Assisting Recruitment process, Assisting Compliance, and Additional Management Duties.



Courses and Certificates



Negotiation and Conflict Resolution



Modern Resources Management: Recruitment and Selection Process



Certified HR Generalist



Talent Management



How to Become a Confident Trainer: Training Managers



Mastering Exam Procedures: Best Practices for Administrators