



# Timmer Taqaddas

## HR Manager

Experienced Human Resources Manager with a demonstrated history of working. Skilled in Payroll, Recruiting, HR Policies, Human Resources and Performance Management. Strong human resources professional with a MBA from Forman Christian College (A Chartered University).

## Contact

### Phone

00923044539272

### Email

timmertaqaddas18@gmail.com

### LinkedIn

<https://www.linkedin.com/in/timmer-taqaddas-84361a1b6/>

## Education

2023

### MBA

Forman Christian College (A Chartered University)

2021

### BA (Hons)

Forman Christian College (A Chartered University)

## Expertise

- Communication skills
- Decision-making
- Leadership skills
- Multitasking
- Administrative expert
- Problem-solving

## Language

English

Urdu

## Experience

### 2021 - Present

Deraamad I Lahore, Pakistan

#### HR Manager

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage the recruitment and selection process
- 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
- Nurture a positive working environment

### 2020 - 2021

Forman Journalism Society I Lahore, Pakistan

#### Treasurer

- Ensured that treasury operations were in accordance with societies statutory requirements.
- Maintained financial accounting records and cash flow statements.
- Performed financial forecast and ensured the society has enough funds to meet expenditures.
- Processed checks and handled payments and deposits accurately.

### 2018- 2020

Nixxe SolutionsI Lahore, Pakistan

#### HR Manager

- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Training, counseling, and coaching.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Developing clear policies and ensuring policy awareness.
- Handling workplace investigations, disciplinary, and termination procedures.

## Reference

### Faiza Tasneem

Assistant Professor, FCCU

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### Ali Hussain

Proprietor, Deraamad

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