**ahtisham**

✆C/o- +971503718643

[ahtisham.23818@2freemail.com](mailto:ahtisham.23818@2freemail.com)

DHA Karachi.

**Skills**

Entire Recruitment & Selection

Orientation/ Onboarding

Organizing & conducting Staff training

Supporting in developing HR policies

Appraisal evaluation

Mentoring & counseling/Problem Resolution

Developing Job descriptions and job ads

Implementation of SOP’s

Internal & External communication

Good presentation skills

Documentation production

Data Entry/ Managing Records

MS Office

**EDUCATION**

* LIFE Coaching & Training certification course (Online) from USA 2014.
* Executive MBA (HRM)

SZABIST Karachi

2010 to 2014.

* BS(IT) 4years graduation, University of SINDH 2002 to 2005

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**SUMMARY**

Visionary & Focused HR& Banking professional with extensive experience in all areas of human resourcessuch as Recruitment, Employee Relations, Conducting & Coordinating Training Programs, Administration andCustomer Services.

1. **INDUS HOSPITAL- KHI (**From July24’2017 to till today**)**

**(SENIOR OFFICER- Housekeeping deptt)**

**TASK & ACCOUNTABILITIES:**

1. Plan and conduct on-the training sessions for HK/Laundry/pest control staff, specifically related to HK SOP’s/IC/Fire & Environmental safety (main campus/outreach units), every month and maintain records.
2. Assist and advise on planning and design for the improvement of HK services.
3. Ensure the compliance of HK SOP’s and EPA regulations pertinent to HK department i.e. waste disposal protocols/HK PPEs/ Dress code policy/ hygiene & Sanitation/Terminal Cleaning.
4. Maintain 100% accurate and complete daily records of House Keeping-intra and inter as well as HK (Control/monitoring system) and complete all administrative work on daily basis.
5. Maintain HK daily overtime/Leave attendance in HMIS system on daily basis as per established system.
6. Submit monthly HK performance statistical on 3rd of every month in accordance with HK SOP.
7. Handle staff complaints, behavioral or attitude problem of if any staff requires counseling/ reprimand by coordinating with HOD/HR.
8. Responsible to maintain statutory requirements and codes of good working practices in connection with TIH HK Policies/procedures and EPA regulations.
9. Develop & Implement balanced HK staff duty schedule within the available functional resources with the approval of immediate supervisor/ HOD and no overtime, 100% handover-takeover overlap and supervise tasks of HK staff including supervisor/officers.
10. Ensure maintenance of department discipline, daily facility inspection/round(inner & outer area) including outreach units as assigned and maintain record. HK SOP /protocols must be compliance during management facility round.
11. Responsible to ensure the Indus code of conduct/confidentiality of sensitive issues is strictly followed and code of conduct breach will result serious disciplinary action.
12. Then individual is responsible to coordinate with TIH-HR (directed by HK-HOD) to finalize hiring process (as per HR system) of HK staff hiring in consultation with HK-HOD and conduct staff annual appraisal.

**EXPERIENCE**

1. **I**[**MTIAZ SUPER MARKET**](http://www.rozee.pk/company/imtiaz-super-market)**- KHI (**Aug 2016 – Sep 2016**)**

**(HR Executive)**

* Responsible for day to day HR operation including attendance management, payroll making, On Boarding, Employee Counseling, Employee Relation.
* Preparing & Compiling Reports, documents and letters, Maintain effective and efficient report keeping system. Assist and provide supporting function to Departmental Head.

1. **AL REHMAN COAL COMPANY (**March 2014 – July 2015**)**

**(HR Officer)**

* As a HR Officer my core responsibilities were Entire Recruitment process job advertisement, Job description, identifying source for hiring, arranging interview and documentation if hired, Negotiating salaries, contracts, working conditions with staff (Orientation) Training and developing staff, organizing weekly payments.
* Monitoring staff performance and attendance, Counseling &mentoringthem for improvements, providing recommendation on developing policies and procedures, Managing daily administrative work and documentation.

**3) STANDARD CHARTERED BANK- KHI (**Sep 2007 – April 2010**)**

**(Universal Teller/ Cash Officer)**

* Providing entire assistance in the absence of Chief Teller, MIS & reporting to Branch Operation Manager and Branch Manager, Direct interaction with customers about various banking activities, Processing Transactions including deposits, withdrawals, loan payments, petty cash vouchers, foreign currency, Processing Inward Clearing, Outward Clearing & Bills Collection and Pay orders, internal account transfer/card transfer, telegraphic transfer.
* Making sure customer services, cash balancing, reconciliation and job tasks are performed as per SCB & SBP Policies.