**Saqib**

[**Saqib.235971@2freemail.com**](mailto:Saqib.235971@2freemail.com)



**career Objective:**

To be a part of challenging team which strive for the better growth of the organization and which explore my potential and provides me with the opportunity to enhance my talent to be an asset to the company.

**Academic and Professional Qualification:**

**MBA Human Resource Management from University of Wales U.K 2010**

**B.SC** from Punjab University 2004

**Diploma in CUSTOMER SERVICE from SENATE UK**

**Working Experience:**

**JULY 2012 T0 DATE:**

**HR AND ADMIN ASSISTANT STAR SECURITY SERVICES LLC**

**Responsibilities Include**

* Provided support & advice to managers & employees on queries including (but not limited to) disciplinary, performance, medical, contractual & general employment / company HR policy queries, etc.
* Assisted the Line Managers with actions relating to performance management of employees, including advising on actions to monitor performance, attendance at investigation or disciplinary meetings and checking payroll sheets.
* Managed the entire Recruitment Life-Cycle from identifying resourcing and recruitment needs by working closely with the key stakeholders of the organization and offering an effective recruitment advisory service, creating and implementing advertising and recruitment campaigns using various candidate attraction methods, through to managing the application process from sifting to short listing applications and arranging interviews.

**Sep 2010 to June 2012**

Worked as  **HR OFFICER** at **AMSON VACCINE & PHARMA (Pvt) LTD**

**Responsibilities Include:**

* Scheduling the employees working pattern
* Arrangement of human resources according to the demand
* Negotiating pay and allowances related matter
* Administration of financial matters relating to the work force.
* Review of various accounting documents and records; calculate and verify various data.
* appointments of candidates with recruitment and selection panel
* Reporting of errors and other findings directly to the senior management
* conduction of disciplinary action against the work force
* Managed full recruitment process

**Nov 2005 to April 2007**

Worked for **Pakistan Military Accounts Department** as an **Auditor** in PAY ROLL AND ADMINISTRATION DEPARTMENT

**Responsibilities Include:**

* Review of various accounting documents and records; compute, calculate and verify various data
* Review of transactions that have financial implications to ensure regularity of receipt, custody and disposal of funds and other financial resources of Government of Pakistan
* Examination and test checking of financial and/or personnel and/or administrative documents tracing original evidence into the records
* Preparation of supporting schedules and reconciliations
* Reporting of errors and other findings directly to the senior management
* Preparation of audit report and its finalization under the instructions of senior management
* Managing pay and allowances of departments employees
* Managing records of employees service
* Managing the records of employees loans
* Managing the administration issues such as transfer and joining of employees.
* Helping administration officer in distributing working areas of employees

**Professional Summary and Skills:**

* Motivated, creative, detail and result oriented HR professional offering Sound knowledge and solid experience in providing enterprise wide HR.
* Excellent Negotiation and inter personal Skills.
* Good Leadership abilities developed by leading teams in successful implementation of HR related issues.

**Computer Skills:**

* **Applications/Tools:** MS Office
* **World Wide Web:**  Internet & email

**PERSONAL DETAILS**:

Date of Birth : 24-02-1983

Languages Known : English, Urdu and Arabic(basic)