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| **OBJECTIVE** |
| An efficient customer-focused professional seeking an opportunity where I can use my excellent customer service skills, outstanding communication, marketing skills and knowledge of Human Resource management systems to help personnel related issues and providing a quality human resource environment. |

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| **PROFESSIONAL EXPERIENCE** |
| **BOL Media Networks** |
| **Title:** *Senior Executive Compensation & Benefits* | **Reports to:** *AVP HR & HOD HR* | **Duration:** *January 2014- June 2015* |
| **Roles and Responsibilities:*** **Updating** and Continuous **Maintenance** of Policies and SOPs
* **Payroll** management of officers and support staff comprises of different addition and deduction variables.
* **Grievance Handling**
* **Complete Maintenance** and **updating** of Benefits Chart provided to every employee
* **Undertaking** the full range of functions for recruitment (utilizing different mediums), selection and appointment for all departments
* **Developing**, **coordinating**, **monitoring** and **evaluating** staff induction and exit interview processes and make recommendations as appropriate
* **Contributing** to the development, implementation and monitoring of internal policies, procedures and processes which provide an effective, consistent and timely delivery of HR services
* **Reviewing** job descriptions for all positions at regular intervals and **updating** them in consultation with the respective managers
* **Corresponding** with Universities’ Placement Department for Academic Verification of Employees
* **Providing** data for and preparing management information reports and documents
* **Liaising** with finance department in salary statements and taxation payments
* **Administering** the probationary review time periods.
* **Conducting** employee orientation and facilitating newcomers joining formalities
* **Maintaining** and regularly **updating** master database (personal file, personal database, etc.) of each employee and ensuring complete accuracy and confidentiality
* **Checking** travel and tour expenses and adjustment of related expenses in salary statements
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| **BOL Media Networks** |
| **Title:** *Management Trainee* | **Reports to:** *Senior Manager R&D* | **Duration:** *October 2013- December 2014* |
| **Roles and Responsibilities:**•Conducted detailed research on Media Content of Indian and Pakistan Media Industry• Detailed Analysis report on news channel of India and Pakistan• Summarizing single channel with its unique findings with respect to content, graphics, anchor, analyst, and high profile• Maintaining and updating all the minimal and critical changes in software which occurs in different news channels• Providing Reels of the program along with advertisements for archive maintenance• Conducted special research on the content showed on different religious and special occasions of India and Pakistan region. |

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| **ACADEMIC QUALIFICATIONS** |
| ***Qualification*** | ***Institution/University*** | ***Year*** | ***Grade/CGPA*** |
| **MBA (SCM)** | Iqra University | 2012 – 2014 | **3.25** |
| **BBA-H** | Iqra University | 2009 – 2012 | **2.88** |
| **Intermediate (Pre-Engineering)** | Govt. Degree College Stadium Road | 2006 – 2008 | **2nd Division** |
| **Matriculation (Science)** | White House Grammar School | 2003 – 2005 | **A+** |

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| **THESIS/ RESEARCH PAPER** |
| * **Thesis (Supply Chain Management)**
* “What are the risks associated with Outsourcing of Warehouse in Pharmaceutical firms”.
* **Research Project (Finance)**
* “Impact of GDP and Population growth on Unemployment: Time series Study of Pakistan”.
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| **ELECTIVES** |
| * Business Process Re-engineering
* Integrated Logistics Management
* Procurement and Sourcing Strategy
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| **CERTIFICATIONS, AWARDS, ACHIEVEMENTS AND HONORS** |
| ***CERTIFCATIONS*** |
| * Gold Brand Ambassador BOL October 2013 - January 2014
* Platinum Brand Ambassador BOL January 2014 – Present
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| ***PROFESSIONAL ACHIEVEMENTS*** |
| * 8 Times **Performer** of the Month at BOL
* **2** Times **Contributor** of the Month at BOL
* **2**Time **Gold Performer** of the Month at BOL
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| **SKILLS** |
| * Excellent Communication Skills.
* Ability to plan, organize and keep going when things get difficult.
* Always keen to learn new task/skills quickly.
* Diligent and detail oriented with strong analytical and design skills.
* Team Player
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| **SEMINARS ATTENDED** |
| * Attended a Motivational Workshop “Be your-self” organized by Unlimited Domain.
* Organized workshop named “Build the Bridge: Entering the Corporate World” , Facilitators were: Ashraf Chaudry, Junaid Ahsan.
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| **Personal Details** | **INTERESTS& ACTIVITIES** |
| **Date of Birth:** 13thOctober, 1988**Nationality:**  Pakistani**Birth place:**  Karachi.**Marital status:**  Single**Gender:** Male | * Gardening (I believe greenery a proof of life).
* Playing football, cricket and badminton.
* Music, Movies, Travelling.
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