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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 | | |
| **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”. |
| **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 |
| ***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. |