|  |
| --- |
| **First Name of Application CV No:1651704**  Whatsapp Mobile: +971504753686  Description: New_logo.gif |

An Experienced Personnel Practitioner with comprehensive and strategic understanding of HRM, business and technical issues and organizational change. Able to devise and implement coherent HR strategies whilst improving internal processes and procedures within a demanding environment and deadlines. Along with comprehensive and technical understanding of IT field.

|  |
| --- |
| **Areas of Expertise:** |

* *Recruitment & Selection* • *Policy Design & Administration*
* *Performance Appraisals* •  *Organizational Development*
* *Employee Relations* • *Team Work & Team Leadership*
* *Visa & Immigration (Consultation & Correspondence)*

|  |
| --- |
| **Professional Experience:** |

***JK Group of Companies***

***Head Office***

**Sr. Officer HR & Admin / Team Lead**

Oct 2012 – To Present

|  |
| --- |
| * Analyzed the existing HR practices & planned, developed, implemented a strategy for HR, including recruitment policies, quality procedures, discipline, grievance, counselling and training & development (in collaboration with HR Head). |

* Drafted Job Descriptions, Vacancy announcements, assessing applications, maintained pool of shortlisted candidates for every position, Scheduling/Conducting interviews, compiling results and making recommendations to management.
* Conducted in-house training workshops on soft skills i.e communication & Interpersonal Skills for all management staff.
* Plan & Organize a worth remembering Employee Day for company’s employees and rewarded employees with different Award categories, i.e Pioneers Awards, Team Work, Silent Warrior, & Best Mentor Award etc (in collaboration with HR Head).
* Arranged events in the company to encourage and motivate employees like ideas of the week and job rotation.
* Manage Staff by Preparing work Schedule. Coordinated Orientation and Exit Interviews for employees.
* Coordinated Employee Appraisal Programmes and introduced a new Point Based System(PBS) Evaluation Formula that give unbiased evaluation.
* Improving corporate culture for employees and overall administration of the company.
* Designed and Drafted User Manual of Human Resource Management Information System (HRMIS) a comprehensive software built in Oracle.
* Responsible for handling the entire Payroll function in HRMIS.
* Improving the corporate culture for employees and overall Administration of the company.
* Implemented HR Functions at Farm Fresh Baking Plant a Joint Venture Project of JK Agriculture Farms & University of Agriculture Faisalabad, Pakistan (UAF).

***Alliance Konsultants***

**Project Head**

Jul- 2009 – Sep 2012

*Hands on experience of Visa Filing & Counselling to students interested for* ***United Kingdom****,* ***Australia, Canada, New Zealand*** *and* ***Scandinavian*** *Countries.*

|  |
| --- |
| * Counselling/advising students for best selection of courses & Institute as per their academic records. * Provide complete assistance to students for admission abroad & visa filing at respective Embassy or High Commission. After assessing their credentials, financial funds and other requirements. |

* Contact directly to the College/University administration regarding recruitment of students, submission of their courses and accommodation fees.
* Conduct online Interviews of students with college/University
* Provide the CAS (Confirmation Acceptance of Studies) letter and Letter of Acceptance from UKBA & CRICOS approved Colleges

***Alliance Marketing***

**Project Coordinator/Manager**

Nov- 2011 – Sep-2012

*A UK based outbound call center operating under the Alliance Umbrella Head Office located at UK. A business unit in line with Alliance Konsultants.*

* Hiring of Team Leads & Tele-Sale Representatives (TSRs). Advertising and vacancy announcements, Conducting Interviews.
* Setting Target Based Salary & Incentive Packages for each position. Manage Payroll System and maintain records.

* Responsible for IT related issues including Software & Hardware (installation and networking handling).

***Pakistan Alysh Federation***

**Coordinator / Technical Incharge**

Feb 2008 – Jun 2009

*To Handle International Affairs i.e:*

|  |
| --- |
| * Dealing with FILA International Controlling Body of all Wrestling Games WWBCA HQ in Lithuania, EU regarding upcoming Events/Competitions. |
| * Dealing with TAFISA HQ in Frankfurt, Germany, EU for participation of Pakistan Alysh Federation’s (PAF) delegation in International Sports Congresses/Conferences and other events. * Interact with the respective Embassies / High Commissions and complete the correspondence for Visa purpose. * Liaison & official interaction with local governmental institutes i.e District Coordination Officer (DCO Office), Commissioner Office and DO Sports etc. |
| * Organize local championships on District, Provincial & National levels also administrate Coaching & Referee Courses in collaboration with Secretary General PAF. * Budgeting and forecasting/feasibility reports for holding such events. |

|  |
| --- |
| **Professional Achievements:** |

* Implement Payroll System, Define Job Descriptions of management level employees, Attendance Management System, leaves/absence at Baking plant.
* Successfully provided safe, challenging, life-changing study abroad experiences to Pakistani students to UK, Canada, Australia New Zealand and Swedish & Finish Universities.
* Successfully re-launched a UK based Out-Bound Call Center for energy campaigns.

|  |
| --- |
| **Education:** |

**Masters in Business Administration 2013 – 2015**

**Specialization in HR**

GC University Faisalabad, Pakistan.

|  |
| --- |
| **Trainings/Certifcation** |

**FEC** Fluent English Course from Kaplan Institute, Faisalabad.

**IELTS** International English Language Testing System in Dec 2009.

|  |
| --- |
| **Skill Summary** |

|  |  |
| --- | --- |
| **Non Technical Skills:** | Team building, negotiation, Public Dealing, change & control management and strong analytical skills & interpersonal skills |
| **Technical Skills:** | Have Studied Introductory Programming C++,  Java Programming (OOP), Visual Basic, Web Designing (PHP), Oracle (SQL Plus), Infrastructure Communication (Networking) |
| **Computer Skills:** | MS Word, MS Excel, MS Power Point, Blogging, Hardware & Software Issues resolving. |