**First Name of Application CV No:** **1652970**

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* **PROFESSIONAL OBJECTIVES**

To serve an organization in the field of Human Resource, Health and Safety Management with system driven approach through Emotional Intelligence leadership. I will utilize my attitude for the best accomplishment of the organizational goals and plans.

* **EMPLOYMENT HISTORY**

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| **Employer : HS PILANO SPORTS INDUSTRY.**  **Position : Assist. Manager HR & HSE**  **Period of Service : April, 2012 – June, 2014**  **Responsibilities :**   1. Coordinate all the departments for accomplishment of organizational goals. 2. To get implementation of company policies, procedures and SOPs. 3. To ensure the department complies all recruitment Policies, Laws and Legislations. 4. Reengineering the Business Process and job Descriptions (JD) 5. Employee recruitment and selection (R&S) through advertisement, test and interviews. 6. Providing new employees orientation and monitoring probations. 7. Provide learning sessions for training and development (T&D) after Training needs assessment (TNA) 8. Managing the Performance through performance appraisal system. 9. Managing reward and recognition strategies. 10. Monitoring HR records and systems. 11. Conducting Management review and worker welfare committees. 12. Managing OHSAS Issus. 13. Firefighting training, evacuation drill, first aid, worker safety, waste management etc. 14. Environmental Testing e.g. Production material, waste & drinking water, noise level etc. 15. Implementation and conduct Audit regarding ISO 9001-2008.   **Achievements**   * Reengineering the roles, authority, responsibility and control of all employees by designing position analysis questionnaire and consultation with supervisors and director. * Reengineering the production and management process and flows. * Introduce 5S and get implementation with proper awareness sessions, trainings and employee involvement. * Took initiative for error free Salaries and wages. Offered salary and wage sheets to department. before 3 days of payment for pre check to avoid any discrepancy. * Develop department wise test for selection of employees. * Strived to raise the sense of Fair treatment and Social responsibility. * Installed sensor on press cutting to avoid any hazards. * Develop many formats to cater better information for reporting and decision making.   **Employer** **: JJ Martial Arts**  **Position** **: Assistant Manager HR & HSE**  **Period of Service : March, 2011– Feb, 2012**  **Responsibilities :**   1. Coordinate all the departments for accomplishment of organizational goals. 2. To get implementation of company policies, procedures and SOPs. 3. To ensure the department complies all recruitment Policies, Laws and Legislations. 4. Formation of job Descriptions (JD) 5. Providing new employees orientation and monitoring probations. 6. Provide learning sessions for training and development (T&D) after Training needs assessment (TNA) 7. Managing reward and recognition strategies. 8. Maintaining HR records and systems. 9. Conducting Management review and worker welfare committees. 10. Managing OHSAS Issus. 11. Firefighting training, evacuation drill, first aid, worker safety, waste management etc. 12. Environmental Testing e.g. Production material, waste & drinking water, noise level etc.   **Employer** **: Awan Sports Industries (Pvt) Ltd.**  **Position** **: Assist. Sales & Marketing and Admin Manager**  **Period of Service : July, 2014 – DEC, 2014**  **Responsibilities:**   1. As a merchandiser, to deal customers. 2. Supervision of samples production. 3. To prepare export related documents like Performa Invoice, Commercial Invoice, Packing lists, Form E, B/L or AWB, GSP, Other Export related certification and formalities. 4. Coordinate with freight forwarding agents in case of both open and nominated shipments. 5. Dispatch of Documents to stakeholder parties like Custom Clearance Agents, Banks and Customers. 6. Sales invoicing. 7. Purchase order to suppliers. 8. Petty and main cash management. 9. Be responsible for incoming and outgoing telephone calls and emails. 10. Update and manage office documents for both hard and soft copies. |

* **SKILLS**
* Value the Socially responsible, punctual, honest and hardworking approach.
* I encourage diversification and able to manage them effectively.
* Having an ability to adopt cultural norms and values without any conflicts.
* Good presentation, effective communication skills.
* Excellent MS Applications skills.
* A high degree of self-motivation and ambition.
* Able to handle stress and pressure with optimistic attitude.
* Always look and highlight on the bright side of the picture and know the power of equality, friendly relationship and appreciations.
* **PROFESSIONAL INTERNSHIP**

Awan Sports Industries (Pvt) Ltd. July to Dec, 2014

* **ACADEMIC EDUCATION**

MBA (HUMAN RESOURCE MANAGEMENT) 2011–2014

B.COM (ACCOUNTING) 2008–2010

D.COM (COMMERCE) 2005–2007

MATRIC (SCIENCE) 2004–2005

* **PERSONAL DETAILS**

Date of Birth: 11th June, 1989

Nationality: Pakistani Martial

Status: Single

Religion: Islam