|  |  |
| --- | --- |
| **Human Resource Professional** |  |

|  |  |  |
| --- | --- | --- |
| **Summary:**  Human Resource Professional with rich experience of all HR functions. Recruitment and Selection, Payroll Management, Performance Management, Compensation and Benefits, Grievance Handling, Policy Making are some core competencies. Have excellent experience in managing multitasks at the same time. | | |
| **Strengths:** | | |
| * Multitasking * Communication Skills * MS Office * Decision Making Power * Adaptable to Challenging Environment |  | |
|  |  | |
| **ACHIEVEMENTS** | | |
| * Won merit Scholarships at University of the Punjab, Lahore * Won Merit Scholarships at Punjab College of Commerce * Won title of Star Presenter during MHRM * Gained appreciations from my last Employer | | |
| **CAREER SNAPSHOT** | | |
| Working at “**Sons International**” as **“Manager HR & Admin”** from **June 24, 2015 to date.**  **Job Responsibilities at Sheikh Javaid and Sons International:**   * Managing complete payroll system * Managing complete recruitment process * Grievance handling * Managing employees’ personal files * Making policies * Composition of different documents as per company need * Give recommendations at strategic level of organization * Handling performance management cycle * Preparing proposals as per company needs * Managing all HR Functions   Worked at” **Dollar East Exchange PVT Limited**” as an  **“Executive HR”** from **October 2012 till July 2014**.  Job Responsibilities at Dollar East Exchange PVT Limited:   * Maintaining and updating file system of all employees to ensure compliance with SBP * Making attendance adjustments of employees for smooth running of payroll system * Collecting Leaves record of all branches for updating leave balances of employees * Rectifying errors in different sheets(Leave record sheets, Attendance Adjustment sheets etc.) provided by branches and make correction and notifying to branches for future effectiveness * Checking the files of establishment staff and rectifying errors for correction * Collecting branches’ sheets (attendance, salary, leave record sheets) for ensuring complete record of data * Assessing staff need and posting jobs on different portals for hiring best talent for company * Conducting Telephonic interviews for initial screening * Taking face to face interviews of candidates * Managing all documentations at the time of hiring for the investigation of candidate * Managing all documentation at the time of discharge of employee for ensuring complete closing of employees’ files * Managing complete process of final settlement of employees * Updating payroll sheet every month according to different changes for proper salary calculation and disbursement * Ensuring timely payments of refund salary and off day by preparing records efficiently * Updating performance appraisal forms according to additions in job responsibilities of employees for ensuring valid assessment of employees’ skills and abilities * Ensuring Compliance with State Bank of Pakistan by maintaining documents required by SBP (Transfer & Rotation Report, Mandatory Leaves Plan, Leave Application Files etc.) * Preparing different documents of employees for updating their files * Giving suggestions for amendments in different policies of company for more refining of procedures * Preparing forms (Retirement application form) for the implementation of policies * Playing the role of Change agent to bring suitable changes in the operations of Company * Drafting and circulating different notifications time to time for employees’ vigilance * Preparing different reports time to time as per requirement * Managing employee relations by providing them all suitable information which they inquire and handling their problems   **6 weeks** Internship at **Nestle Pakistan Limited** in **HR Department** in **2012**  **Responsibilities During Internship at Nestle Pakistan Limited:**   * Data Collection for Employees’ Cards * Maintenance of Employees’ Files * Prepared CV Bank * Conducted telephonic interviews for different positions * Worked on records related to employees’ vehicles  |  | | --- | | **EDUCATION** | |  | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Degree** | **Year** | **Institution** | **%/CGPA** | **Subject/Specialization** | | MHRM | 2012 | University of the Punjab | 3.82/4.0 | Human resources | | B.com | 2010 | Punjab College of Commerce | 72.73% | Commerce | | Higher Secondary School | 2008 | Board of Intermediate and Secondary Education, Lahore. | 79.45% | Pre-medical Subjects. | | Secondary School | 2006 | Board of Intermediate and Secondary Education, Lahore. | 89.90% | Science Subjects. | | | | |
|  | |  | |

|  |  |
| --- | --- |
| **SKILLS** | |
|  | |
| MS Office, Communication Skills, Analytical Skills | |
| **Languages** | |
|  | |
| English & Urdu | |
| **PERSONAL DETAILS** | |
|  | |
| Nationality  Gender | : Pakistani  : Female |
| Date of Birth | : November 21, 1990 |
| Marital Status | : Married |
|  |  |
|  | |
|  | |
|  | |

**First Name of Application CV No:** **1655376**

Whatsapp Mobile: +971504753686

