**Skills**

|  |  |
| --- | --- |
| * Payroll
* Final Settlements
* Employee Benefits
* Team Management
* Job Descriptions
 | * Performance Appraisals
* Insurance
* Recruiting
* Employment Law
* Employee Engagement
 |

**Professional Experience**

**Kentucky Fried Chicken (Kfc), KHI** – *Gray Mackenzie Restaurants International Limited*

**Assistant Manager HR,** 11/2014 to Present

* Manage payroll of whole Pakistan i.e. approx 2,200 employees including upper management.
* To develop maintain and implement an equitable salary system for staff members and budget for annual salary increments.
* Research and recommend new sources for active and passive candidate recruiting.
* To have in place a robust and effective Performance Management System which will facilitate achievement of business objectives and assess the behaviors associated with Company’s Core values, also capable of identifying development needs of individual employees.
* To manage the inventory of employee’s personal files, audit the files whenever required, to make the file of all the new employees joining the company and ensure that the documents in the file are complete according to the requirement.
* To assist in formulating and recommends HR policies, procedures and objectives.

**standard chartered bank (scb), KHI**

**HR Executive,** 11/2013 to 11/2014

**Fulcrum (Private) Ltd. Business Consulting Services, KHI**

**HR Executive,** 03/2012 to 11/2013

**E Square services (private) Ltd., KHI**
**HR Executive,** 04/2011 to 03/2012

**GMB Rass services (private) ltd., KHI**
**HR Executive,** 01/2009 to 03/2011

**Technology**

|  |  |
| --- | --- |
| **Software:** | Sidat Hyder (HCM), PeopleSoft, Harmony, MS Office (Word, Excel, PowerPoint) |

**Education**

**KARACHI UNIVERSITY, Karachi**

**Graduation, 5/2009**

* Major: Business and Administration

**First Name of Application CV No:** **1672656**

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