

Contact HR Consultant for CV No: 338253

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Personal Information**

**Date of Birth:** 27-FEB-1990

**Marital status:** Single

**Career Objective**

To contribute towards the growth and development of a dynamic organization having opportunities for both personal and professional growth, where I can add value to the work environment together with achieving goals and targets both for self-contentment and for the organization.

**Academic Record**

* **Master of Business Administration (MBA/MS) In HRM CGPA 3.48/4.00**

COMSATS Institute of Information Technology, Lahore

(2014-2016)

* **Bachelors in commerce Honors (B.Com Hons./M.Com) CGPA 3.00/4.00**

The University of Lahore, Lahore

(2008-2012)

* **Diploma in Commerce (D.Com) Percentage: 56.5%**

Govt. College of Commerce, Kasur

(2005-2008)

**Professional Experience**

### As HR and Admin Executive

* + Company: MASOOD TEXTILE MILLS LTD LAHORE, PAKISTAN
  + Duration: (JAN 2016 to JAN 2017)

### As HR and Admin Officer

* + Company: MASOOD TEXTILE MILLS LTD LAHORE, PAKISTAN
  + Duration: (JAN, 2013 to FEB, 2014)

**Responsibilities (Masood Textile)**

**Software: Oracle ERP**

* Manage recruitment and selection of all new candidates and contract staff
* Online posting of new jobs on internet
* Preliminary qualification assessment of applicant/candidate pools.
* Screen applications and verify credentials.
* Conduct new employee orientation and information sessions.
* Close view on attendance and leave record of employees.
* Performance appraisal of employees.
* Make coordination with various department.
* Providing assistance in Payroll
* Final settlements of the employees on their termination of employment.
* Issuing all sort of letters required by the staff.
* Provide senior management and others with various types of employee reports including absence, compensation, annual leave, overtime costs etc.
* Looking after Social/health and safety Compliance.
* Liaison with Employees welfare department.
* Correspondence with Head office and other units
* EOBI, NJI, SSI, Group Insurance Dealing

**Skills and Interests**

* Proficient in using MS office applications and internet
* Determined and consistent
* Team player and can work efficiently in any scenario
* Able to work under pressure and meet deadlines

**References**

* Available upon request