

 **`** **Muhammad.363738@2freemail.com**

**HUMAN RESOURCE GENERALIST**

Experienced, self-motivated, result-driven HR Generalist having more than 05 years of professional experience in all facets of Human Resource Management. Strong analytical background with a meticulous knowledge of compensation management. Experience in performance management, HR process automation and HR Systems. Proficient in web-based recruitment portal/ HRMS with a complete command over MS Office applications.

**AREAS OF EXPERTISE:**

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| * HR Analytics/Reporting
 | * Talent Acquisition
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| * Performance Management
 | * Payroll Management
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| * Compensation Management
 | * Attendance & Leave Management
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| * Human Resource Management System
 | * HR Budget/Audit
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| * HR Policy and procedure
 | * Employee Relations
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**ACHIEVEMENTS**

* *Employee of the Year – 2013*
	+ *I was awarded with this title amongst the top 12 ‘Employee of the Months’ in* **MTBC**.
* *Employee of the Month – September 2013*
	+ *I was awarded with this title out of 2000+ global workforce of* **MTBC**.
* *Team of the Month Award*
	+ *HR team was selected as TOM amongst more than 100 teams in* **MTBC**.

**Professional Experience**



**Fruits Garden Trading LLC – Dubai, UAE**

**Manager HR,** November 2015 – to date

Structure and implement programs and policies in the areas of recruitment, payroll, compensation structures, benefits packages, incentives and new-employee orientation. Complete payroll processing including calculation of allowances and deductions. Conduct full-cycle recruitment of new employees, including placing advertisements, developing contacts with recruiting sources, interviewing, consulting with internal hiring managers and managing employee contracts. Managing orientation of employees and on boarding process including Visa Processing.

Overall Responsibility of office operations including administration and logistics management.

**MTBC (Medical Transcription & Billing Corp.)**

**Assistant Manager HR – Analytics,** March 2015 – October 2015

Led the Analytics team responsible for providing analytical provision to the management by exploring and presenting solutions and ensuring the effective completion of assigned projects. Efficiently managed the compensation and benefits schemes, including designing monetary and non-monetary incentives programs, its framework and its desired outcome. Assisted payroll team in providing performance reports of employees for quarterly/annual appraisal against defined KPIs.

Performed different analysis as required by the management to find deficiencies/problems. Providing timely reports on attrition & retention, exit interview, employee strength and cost/benefits analysis (CBA). Evaluates the ‘Shift of the Month’, ‘Employee of the Month’ and ‘Team of the Month’ awards. Writes various work instructions/SOP’s and update Employee Handbook.

**Key Achievements:**

* Designed and implemented the Performance Management System (PMS) which replaced the conventional appraisal system, bringing clarity, objectivity to evaluate the performance of employees and linking it further to training need analysis, succession planning and rewards.
* Standardized the monetary incentive system making it more performance oriented which reduced the amount by more than **PKR 1 Million**.
* Analyzed the medical cost and suggested a new plan to reduce more than **PKR 0.6 Million**.



**MTBC (Medical Transcription & Billing Corp.)**

**Senior HR Analyst,** January 2014 – March 2015

Assisted in compensation and HRMS development. Evaluates the performance of Operations department through ‘Shift ranking’ and ‘BE ranking’ reports. Independently calculates all the monetary incentives.

Participate in and lead HR system projects including process development and initiation of new projects. Initiated automation of HR Processes and Procedures for Quality management. Maintains routine audit of necessary data in HRMS for accuracy and record maintenance.

**Key Achievements:**

* Automated the letter module, exit interview, daily medical performance, attendance module, facilitation module, medical declaration form and reporting dashboards.
* Calculated the cost/benefits analysis reports for operations and transcription department to identify major cost centers with recommendations to management for cost savings.
* Revamped the leave policy and initiated leave encashment for employee satisfaction.

**MTBC (Medical Transcription & Billing Corp.)**

**HR Analyst,** December 2012 – December 2013

Assisted in compensation, recruitment and HRMS development. Prepared the attendance and facilitation reports and handled day-to-day issues. Created reports for deduction and allowances for payroll calculation. Maintained organization-wide organogram.

Compiled the performance ranking reports of hourly salaried employees for the calculation of their quarterly increments and also dealt with the probation increments.

**Key Achievements:**

* Designed and implemented the monetary incentive for hourly salaried employees.
* Developed the templates for daily attendance and facilitation reports.
* Designed a framework to measure the division of workload.

**MTBC (Medical Transcription & Billing Corp.)**

**HR Officer,** November 2011 – December 2012

Assisted in recruitment & selection, Draft & placement of job advertisements on all relevant channels to attract maximum candidates. Arranged interviews with interview panel. Maintained employee information in HRMS. Created new employees accounts and assign rights and roles in HRMS.

Organized and shortlisted C.Vs, scheduled interviews. Maintained C.V database. Complete employee’s pre/post hiring documentation. Prepared experience letters and employment letters. Prepared Job description and appointment letter for new hires. Assisted in conducting events, functions and company meetings.

**Key Achievements:**

* Designed the pdf version of hiring documents to reduce cost and time.
* Conducted the hiring documents audit and completed the missing documents.
* Design the new interview grading form.



**Pak Gulf Construction Ltd.**

**HR Trainee,** June 2010 – August 2010

Assisting in HR and Admin functions. Maintained the complete CV database in MS Excel. Maintained the attendance record. Designed the hierarchy chart.

**Education & Credentials**



**MASTER OF SCIENCE (HR)**

IQRA UNIVERSITY, 2017

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**MASTER OF BUSINESS ADMINISTRATION (HR)**

COMSATS INSTITUTE OF INFORMATION TECHNOLOGY, 2011

**Languages**

English, Urdu, Hindi, Punjabi

**Personal Details**

**DATE OF BIRTH:** October 01, 1988

**NATIONALITY:** Pakistani

**MARITAL STATUS:** Single

**Driving License:**  UAE (in process)

**References**

Will be furnished on request