**Hassaan**

**Al Qouz 3, Dubai, UAE**

**C/o-Cell # +971-504753686**

**Email:** [**hassaan.378056@2freemail.com**](mailto:hassaan.378056@2freemail.com)

**Availability: Immediate for interview**

**CAREER OBJECTIVE:**

Achieve the Targets with hard working, Positive respond to changes with my academic qualification and practical work experience. Gradually reach the senior level position in Professional Hierarchy

**CORE STRENGTHS AND ENABLING SKILLS:**

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| --- | --- | --- |
| Communication skill | Managerial skill | Team Building and supervision |
| Multi-Site Operations | Training and Development | Negotiation Skills |
| Advance Excel | Word & Power Point | Correspondence |
| Target Achievement | Excellent Judgement | Conflict/Grievance Handling |



**PROFESSIONAL WORK EXPERIENCE:**

**Organization:**

**Tenure:**

**Designations:**

**Sadiq Group of Companies. (Leading Poultry Group in Pakistan like Al Rawadh)**

**May 2016 to November 2017**

**HR Officer**

**Major Responsibilities:**

**HR Operations:**

* Personnel data base management/filing/recordkeeping and Staff new joining, verification of documents and references checking and Manage the flow of documentation within the organization.
* Issuance of the offer letters, Appointment letters, Confirmation letters, Increment letters, promotion letters, demotion letters, transfer letters and Handling resignations, terminations and dismissal cases.
* Liaise with other departments or functions.
* Assist in performance management processes and taking exit interviews.
* Implementing HR Policies and Procedures [SOPs] adopted by the company.
* Coordinate with hiring managers to identify staffing needs and determine criteria.
* Source potential candidates through online channels (e.g. social platforms and professional networks) and Plan interview and selection procedures, including screening calls, assessments and in-person interviews
* Design job descriptions and interview questions that reflect each position’s requirements
* Organize and attend job fairs and recruitment events and Forecast quarterly and annual hiring needs by department.

**Training & Development:**

* Map out annual training plans for management and Design, and develop training programs (off job / in job).
* Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed and use known education principles and stay up-to-date on new training methods and techniques.
* Manage and maintain in-house training facilities and equipment.
* Collect daily, weekly or monthly timesheets and Calculate bonuses and overtime.
* Enter new employee’s data (e.g. Personal info, bank accounts and tax identification numbers) into internal databases.
* Prepare salaries with the help of payroll officer and once in year annual increment and performance appraisal.
* Facilitating employees in their Leave/ attendance matters and update their leave record.
* Prepare full and final settlement of employees and prepare the medical bills.

**Organization:**

**Tenure:**

**Designations:**

**Summary:**

**Professional Employers (Pvt) Ltd.**



**(Leading HR Service Providing Company in Pakistan)**

1st January **2016** **–** **30 April 2016**

**HR Executive**

Professional employer’s private limited is a human resource service providing company. PEOPLE offers to its clients Employee Outsourcing, Process out sourcing, Executive search service, Hr strategy and org. Development and Training and development.

**Responsibilities:**

* Personnel data base management/filing/recordkeeping.
* Managing the payroll and attendance of the employees.
* Issuance and sending the offer letters to the candidates. 
* Attendance management and update their leave record. 
* Work on correspondence and business accounts management.



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**Organization:** **Oil and Gas Development Limited (OGDCL) Islamabad**

**(Pakistan’s National Oil and Gas Corporations)**

**Tenure:** **3rd November 2015 – 30th November 2015**

**Designation:** **Internee**

**Summary:**

OGDCL is the national oil and gas company in Pakistan. I have done 4 weeks internship after completion of my master degree MBA (HR) I had been learned 4 different departments of HR during my internship names as Human Resources (HR – Sections),Human Resource Development, Human Resource Information System and Recruitment.

* Searching and screening the CVs according to the manpower requirement.
* Issuance of call letters and Interview calls.
* Updating personnel data bank.
* Understanding different policies and working procedures.

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**Organization:**

**Helium Pakistan (Pvt) Ltd.**

**Tenure:**

**Designations:**

**28th August 2012– 30 May 2015**

**Brand Ambassador / Team Lead / Area Controller**

**Responsibilities:**

  Awareness of different products into different markets segments according to requirement. 

* + Meeting with clients for business generation and relationship building. 
  + Share activation plans and discuss the pros and cons of the marketing activities. 
  + Responsible of budget estimation and share it with the client. 
  + Arrangement of the men and material for the activity. 
*  Execution of the activity plans at right place and right time. 
*  Motivate the employees working in the field through daily visits of market and make them target oriented. 
  + Share weekly reports will the client and analysis of the market growth through execution of marketing plans. 
  + Prepare salaries of employees through excel. 
  + Prepare closing reports and share it with the client and company top management. 

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| **Our Clients** | |
|  | Phillip Morris International  |
|  | Telenor  |
|  | HUAWEI technologies  |
|  | Coke  |

**ACADEMIC EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EXAMINING BODY:** | | **YEAR** | |
|  |  |  |  |  |
| Master in Business Administration / M.Phil. | National university of Modern language | | 2015 | |
| Bachelor in Commerce | University Of Punjab | | 2011 | |

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Good command over verbal, non-verbal communicative and professional Communication.
* Good in Problem solving and problem identification.
* Confidently able to work independently or in a team.
* Expert to work on potential project of short time frame.
* Ability to manage multiple projects.
* Good Organizational and time management skills.
* Familiarity with social media recruiting like LinkedIn, Facebook etc.

**CERTIFICATES / TRAININGS / WORKSHOPS:**

* Participate in one day Seminar regarding Global HR and its challenges.
* Certificate of successfully completion of Microsoft approved course MCITP (EDST).
* Attend two days’ workshop on Peace, Advocacy and social entrepreneurship at institute of policy studies, Islamabad.
* Participate in a discussion forum on the topic of social change, arranged by Youth Insight.
* Organized a Seminar on Cost & Benefits of Metro Bus Project of Rawalpindi and Islamabad.
* Participate in seminar on Self-awareness & Capacity Building organized by Sadiq Group of Companies.
* Participate in seminar on Energizing Business development for sales & Marketing, organized by Sadiq Group of Companies.
* Participate in seminar on corporate culture & Leadership organized by Sadiq Group of Companies.
* Attend two days idea innovation workshop held by University of Management and Technology (UMT) Lahore.

**PERSONAL INFORMATION:**

Father Name

Date of Birth



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Arshad

July 30, 1990