#### 

**OBJECTIVE:**

To achieve professional excellence and career oriented job in a professional environment that offers utilization of my knowledge and provides growth opportunities.

**JOB EXPERIENCE:**

**CURRENT:**

Working as **AM HR** in **Mills Limited** from **22 Aug, 2012 to 10 March, 2015** where I was responsible for:

* Maintain the Payroll/Compensations, Performance Appraisal, Performance Evaluation, Training Need Assessment.
* To conducting HSE & OJT Trainings of the employees as per annual Training Plan.
* To Conduct Training Need assessment of newly hired and existing employees.
* Implement new HR policies, procedures and processes; ensure all company policies and procedures are up to date and in line with company culture.
  + - * Maintains organization staff by establishing a recruiting, testing, and interviewing program.
      * Meeting arranged the HSE Committee, canteen committee & Sexual Harassment Committee & Worker welfare Council.
      * Conducted internal social compliance audits on regular basis & make sure the compliance requirements as per customers COC/ certification.

**PREVIOUS:**

Working as **HR Officer in** **US Apparel (Pvt.) Ltd** from **14 Sept, 2010** to **08 Aug, 2012**, where I was responsible for:

* Maintain all employment related documentation inc. hiring, payroll and termination.
* Prepare offer and appointment letters for successful candidates.
* Record, maintain and monitor attendance to ensure employee punctuality.
* Handling the full and final settlement of the employees & conduct exit interviews.
* Ensure personnel files and database is maintained accurately.
* Initial short-listing as per job/position description and specifications.
* Look after the EOBI & Social security contribution & other related correspondence.
* Processing loan applications, reimbursing medical expenditure bills according to the company policy.

**ACADEMIC QUALIFICATION**

* MHRM (2012) Punjab University (IAS)
* B.com (IT) in 2008 Govt. Commerce college, Kasur
* I.C.S (Computer) in 2006 Govt. Degree college, Kasur
* Matriculation (Computer) in 2004 PMHS, Kasur

## PROFESSIONAL QUALIFICATION

* QHSE Introduction & internal auditing Training from ACS Registrars
* Workshop of Seven Habits of Highly effective people in Punjab university
* Workshop of Conflict Management in Punjab university
* First Aid Training from Centre for Improvement of Working Conditions & Environment
* Fire Prevention and Safety Officer Course from CIVIL Defence

## MAJOR CERTIFICATION

* ISO 9001&14001,SA-8000,WRAP,C-TPAT

## MAJOR BUYERS

* Levi’s, IKEA, Wal-Mart, TESCO & NEXT, etc

## COMPUTER SKILLS

* ERP, Oracle, Microsoft Office ,Internet & E-Mail, In page Urdu

## PERSONAL PROFILE

* Date of Birth 04th April, 1989

**First Name of Application CV No:** **497112**

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