* **Career Objective**

Over 6 years of hands on experience and 18 years of study, I am willing to assist top management to get energize team efforts through emotional intelligence leadership, ensure compliance, execution of Policies, recruitment and selection of candidates fit for organization, on boarding, ensure employees health and safety, efficient employees productivity, compensation, benefits, training and record management

* **Research Publications**

**Paper Title:** “The impact of leader’s emotional intelligence on employee commitment. An empirical study of the sports industry of Sialkot, Pakistan”.

**Publishing Organization:** International Organization of Scientific Research (IOSR) Egypt

* **Work Experience**

**Employer : Sports Industries (Pvt) Ltd.**

**Manufacturer of : Adidas, Puma, Mitre**

**Employees Strength : 500+**

**Position : HR Admin Manager**

**Period of Service : March, 2014 – Feb, 2016**

**Responsibilities :**

1. Organize and coordinate all departments and handle general HR administrative tasks
2. Provide information, guidance and analysis to management and answering queries
3. To get implementation of company policies, procedures and compliance support
4. End-to-end recruitment process includes job analysis, communication with recruitment agencies, E-recruitment on social media, screening, short listing, tests, standardized interviews and issuing offer letters.
5. Create job descriptions; implement employee handbook, check backgrounds and references, on-boarding new hires, providing employee’s orientation and probations administrative support.
6. Every month offer schedule training session. It includes trainings on company policies and procedures, employee’s health schemes, 5S, quality assurance, cleanliness, waste management, firefighting, evacuation drill, first aid and training on PPE.
7. Using SAP-ERP, managing payroll, leaves, attendance, employment verification, reward & recognition and monitoring employees files, HR record and systems
8. Employees medical, licensing, visa processing, transportation, accommodation, performance management and dealing with Govt. Relations
9. Final settlements, exit interviews, grievance handling and disciplinary actions
10. Organize management review and worker welfare committees; attend external meetings and participation in job fairs
11. Conducting Audit of payroll, OSHA, ISO 9001-2008, WRAP, Adidas SEA

**Achievements :**

* Achieved employee of the year award 2015
* Achieved and Sustain Adidas SEA (Social & Environmental Affairs) 4/5 top rank in Pakistan
* Lead a superior performance of all employees by reengineering their roles, authority, responsibility and control with the help of position analysis questionnaire and mutual consultations with supervisors and director.
* Reengineering the production and management processes resulted reduce wastes and employment cost
* Introduce 5S and get implementation with proper awareness sessions, trainings and employee involvement.
* Delivered error free, on time salaries and wages.
* Develop department wise psychological and behavioral tests for selection of candidates
* Strived to raise the sense of fair treatment and social responsibility

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**Employer** **: Industries (Pvt) Ltd**

**Manufacturer of : Adidas**

**Employees Strength : 300+**

**Position** **: Assist. HR Admin Manager**

**Period of Service : May, 2011 – Feb, 2014**

**Responsibilities**  :

1. Assist to coordinate all departments for accomplishment of organizational goals
2. To get implementation of company policies, procedures and SOPs.
3. To ensure department complies all recruitment Policies, Laws and Legislations.
4. Formation of job Descriptions (JD)
5. Providing new employees orientation and monitoring probation.
6. Provide learning sessions for training and development (T&D) after Training needs assessment (TNA)
7. Managing payroll and attendance on ERP, employee’s contracts, health insurance.
8. Managing HR records and systems
9. Conducting Management review and worker welfare committees, reporting on queries
10. Welcome to guests, their on boarding, hotel booking and preparation of meetings
11. Coordination with chamber, labor department, civil defense and embassies
12. Environmental Testing e.g. Production material phthalates, heavy metals, waste & drinking water, noise level e

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**Employer** **: Cargo International**

**Affiliated with : IATA, FIATA, GLN,**

**Position** **: Assist. Export Operation Manager**

**Period of Service : Mar, 2010 – Apr, 2011**

**Responsibilities**  :

1. To organize exporter, shipping line, transporter and custom bodies co-ordination regarding sea shipments
2. Investigating and planning the safe, timely and cost effective rout of shipment.
3. Offer customer care and support regarding custom clearance and forwarding legislation, booking of consolidated LCL & FCL shipments and managing freight.
4. Organizing training sessions for employees and exporters about laws and legislation, process and requirements
5. Obtaining, checking and preparing custom and forwarding related export documents includes commercial invoices, packing lists, E-form, B/L format, L/C, Brand certificate, Declarations.
6. Randomly inspections of packing and labeling as per standards and clients visits.
7. Calculation of weight, volume, cost of goods to be moved and get custom clearance.
8. Preparation of house bill of ladings and get arrangement of MBL collection in case of nominations
9. Arranging delivery or storage of goods at destination, arrangement of transportations.
10. To follow up sea exports shipments and update clients accordingly
11. Get arrangements of other documents includes Insurance, fumigation certificate, counselor invoice, bank certificates, Lab test report etc.

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* **Academic Qualification**

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| --- | --- | --- | --- |
| **Academia** | **Year** | **Major Subjects** | **Board/University** |
| M.Phil. Management Sciences (HR) | 2016 | Research, HRM, HRD, Change, Organization Structure & Design. | AIOU-Islamabad |
| Master of Commerce | 2010 | Management, Accounts, HRM, Ecommerce, Corporate Law | BZU-Multan |
| Bachelor of Commerce | 2007 | Commerce, Business, IT, Banking, Economics, Accounts, Law | PU- Lahore |

* **Professional Qualification**

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| --- | --- | --- |
| **Course** | **Year** | **Institute** |
| UAE Labor Law | 2016 | Helping Hands , UAE |
| T.O.T (Training of Trainer) | 2011 | UNCTAD, FIATA, |
| MS Office | 2007 | IT Institute, Sialkot |

* **Professional Internships**

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| --- | --- | --- |
| **Organization** | **Period** | **Position** |
| Z.A Nasir & Company, Sialkot (Chartered Accountant) | July to Sep.2009 | Financial Audit Internship |
| TajMahal Sports Co. | June to Dec, 2006 | Assist. Export Manager |
| M.Sarwar & Co, Sialkot | June to Sep. 2004 | Inventory and Accounts |

* **Personal Information**

Date of Birth : 12 July, 1987 (29 years)

Status : Single

Nationality : Pakistani

Language Ability : English (6 Bands in IELTS), Arabic (Diploma), Urdu (Native)

**First Name of Application CV No:** **1673304**

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