

# Muhammad Ammar

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## Objective

My career goal is to work in a leading firm that places priority on professionalism and lead such organization towards attainment of set goals by making use of my knowledge & experience as well as consistency enhance my HR Skills.

## Educational Background

### SZABIST

2018-2019

Master in Business Administration - Human Resources

### QUAID-I-AZAM UNIVERSITY

Bachelor in Business Administration - Human Resources

2013-2017

## Professional Experience

### Foodpanda

February 2020 –Present

Associate - Human Resources & Administration

- Manage full recruitment cycle, from initial candidate assessment to interview to offer management.
- Manage and conduct a WOW onboarding experience for all new hires on first day of work, ensuring the orientation deck is constantly refreshed and up to date with Corporate.
- Provide support in day-to-day HR Operations such as on-boarding, off-boarding of employees, maintaining personnel records and work passes.
- Procurement of new hire welcome pack and workstation preparation prior to new hire join date.
- Identify opportunities for improving Human Resources processes through information systems changes and analysis.
- Assist to develop standard operating procedures (SOPs), guidelines, process flows, user documentation, departmental policy and other documentation that impact the use of HR systems.
- Managing digital and physical filing for company documents and contracts. Ensure accurate maintenance of all employee records and files (e.g., interview documents, reference checks, applicant documentation, department Orientation check list etc.).
- Preparing regular reports on office expenses and budget, Managing petty cash
- Supervising administrative staff and dividing responsibilities to ensure performance.

### Professional Employers Private Limited (People™)

October 2018 – February 2020

Executive - Human Resources & Client Relationships

- Coordinating and managing data for outsourced employees
- Payroll processing and final settlement processing.
- Maintaining record of the employees on HRMS cloud.
- Documentation, Sending and receiving emails/phone calls related to client requirement
- Issuing Offer letters, Appointment letters, Joining kits & Medical forms.
- Co-coordinating with the different clients for executive search services.
- Filling different managerial and executive positions for different clients. Handling all queries of client and ensure smooth working simultaneously.
- Drafting newspapers ads for different positions. Drafting and issuing new show cause notices, Termination letters, and Release letters for existing employees.
- Updating employment letters/general letters as per requirements of stakeholders
- Maintaining payroll operations by following policies and procedures
- Preparing employees' compensation by the end of each month
- Looking after the employee outsourcing and HR operations of ZTE, UNDP, HUAWEI, British Council, Pakistan Microfinance Investment Company, Pak China Investment Company, Ramada Hotel, SME Bank, Eltek and ZETA Technologies.

**Marriott Hotel**

July 2016 - August 2016

Trainee - Human Resources

- Organized Events such as conference, trainings workshops, seminars & Booking venues according to the event requirement.
- Arrange catering, audio visual and video visual and workshop instruments
- Facilitating and coordination with the attendees directly.
- Support team to maintain trainees & learning progress and history.
- Participate in L&D, department events & activities.
- Participate in other events/programs assigned by supervisor.
- Support team in all training activities and getting feedback.

**Dewan Cement Limited**

July 2015 - August 2015

Trainee - Human Resources

- Provide administrative support to the recruitment team including assisting with maintaining recruitment files, trackers, templates and guides
- Administer and maintain Applicant tracking System and update status for all candidates.

**Technical Skills**

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- Human Resources Information Systems (HRIS)
- Human Resources Management Systems (HRMS)
- Human Capital Management (HCM)
- Enterprise Resource Planning (ERP)

**HR Certifications**

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- Recruitment and Selection Process (*Alison's School of Online Learning*)
- Hospitality Management (*Alison's School of Online Learning*)

**HR Skills**

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- Motivational Skills
- HR Operations
- Client Relationships
- Talent Acquisition
- Problem Solving

**Interests**

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- Cricket, Table Tennis, Squash.
- Web Series and Movies.
- Traveling, Photography, Hiking.

**Personal Information**

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- Marital Status: Single
- D.O.B: 25<sup>th</sup> June, 1994

**References**

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- Can be furnished upon Request.