**Muhammad Kashif Iqbal – CPHR**

B-334, Block-6, Gulshan-e-Iqbal, Karachi.

Cell # 0331-3207715

Email ID: m.kashifiqbal@hotmail.com

**OBJECTIVE:**

To excel my career in dynamic & creative environment with challenging tasks & elevated responsibilities where I could utilize my skills to become an integral part of team.

**EXPERIENCE:**

**[April 2020 – till date] Working in Efroze Chemicals Pvt Ltd. as Deputy Manager HR.**

* Manage talent acquisition process of Head office & Factory.
* Lead HR projects like compensation plan revisions and oversee payroll process.
* Design company policies and procedures.
* Develop and implementation of Employee Recognition program, manage grievance handling and employee relations.
* Measure the effectiveness of benefit programs through job satisfaction survey and recommend improvements.
* Ensure training & development initiatives are executed as per Training plan.
* Ensure our recordkeeping and data processing procedures comply with set standards.
* Review and update our employment contracts and agreements.
* Conduct annual employee performance reviews and appraisal process.

**[July 2018 – March 2020] HRP Services as Consultant.**

* Manage recruitment and selection process.
* Payroll administration and salary disbursement.
* Develop SOPs and policies after gap analysis.
* Provide support to employees in various HR related matters such as leaves, benefits, and compensation etc.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

**[September 2016 – July 2018] Rehmpack (Pvt) Ltd as Deputy Manager-HR**

* Manage recruitment and selection process.
* Payroll administration and salary disbursement.
* Development and implementation of Performance Appraisal System (SMART).
* Provide support to employees in various HR related matters such as leaves, benefits, and compensation etc.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Conduct exit interviews and process clearance cases.

**[February 2011 – Aug 2016] PharmEvo (Pvt) Ltd as Sr. HR Executive.**

**Job Responsibilities:**

* Responsible to manage hiring and settlement process of field force and H/O staff.
* To manage contractual employee's salary disbursement process and loan request.
* Responsible to manage HR internal audit and ISO audit and related meetings.
* To develop Turnover reports, framing JDs & Organograms and manage them.
* Handling queries of employees related to salary, attendance, leaves and benefits.
* Attendance and leave management.
* Managing employee database (Human Resource Management System).
* Involve in managing activities (Blood Donation Camp and Annual Sales Conference).

**[March 2009 - February 2011] Pearl Food Industries (Pvt) Ltd as HR Officer.**

**Job Responsibilities:**

* To prepare and post advertisement for job(s) in web-portals.
* To schedule and conduct interviews in coordination with concern HoD.
* To manage recruitment & selection process of factory staff.
* To prepare job description and update department hierarchy.
* To update turnover analysis sheet and department wise profile.
* To conduct internal training in coordination with respective HoD.
* To prepare Training Cost Valuation Report.

**[March 2008 - November 2008] Swiss Pharmaceutical (Pvt) Ltd as Assistant to G.M.**

**Job Responsibilities:**

* To prepare quotations for different medical institutions.
* To manage and evaluate NSM, RSM, SM sales targets.
* To develop yearly, quarterly, and monthly sales target in coordination with GM Sales.
* To manage sales meeting in hotel.
* To coordinate with SM and RSM regarding sales issues.

**[November 2006] 6 week internship at Pakistan Refinery Limited (in HR Dept.)**

**ACADEMIC EDUCATION:**

[From Jan 2008 to 2010] **Master in Business Administration - HR**

Pakistan Air Force - Karachi Institute of Economics & Technology, Karachi.

[From 2004 to 2007] **Bachelors in Business Administration (Honors)**

Pakistan Air Force - Karachi Institute of Economics & Technology, Karachi.

[From2000 to 2002] **Intermediate [Computer Sciences]**

Jauhar College of Information & Technology, Karachi.

[From1998 to 1999] **Matriculation [Science]**

Everest Junior High School Karachi.

**CERTIFICATION & TRAINING:**

[January 2022] **Certified Practitioner Human Resource** *from NEDUET*

[June 2009] **Awareness session of ISO 9001:2000** *(QMS)*

*[From Jan 2003-To Dec 2003]* **DlT***from Aligarh Institute of Information & Technology.*

**PERSONAL PROFILE:**

Father’s Name : Iqbal Ahmed

Date & Place of Birth : 20th June, 1983 (Karachi)