

**PERSONAL** **INFORMATION**

**PERSONAL** **STATEMENT**

MUHAMMAD FARHAT IQBAL

House No: A-2398, Phase-2, Gulshan-e-Hadeed, Karachi. 

 923332206369

Date of birth 18/08/1982 | Nationality Pakistani

Looking for a growth oriented and challenging career in the field of HR/Admin, where I can contribute my knowledge and skills to the organization and enhance my experience and broaden my current skills and knowledge through continuous learning and teamwork.

**WORK** **EXPERIENCE**

**Sr.Asst Manager HR/Admin Nova Mobility (Pvt) Ltd**

Presently working in Gatron Group Nova Mobility, as HOD/ Assistant Manager in ADMIN department. Report directly to (CEO and Directors). I am responsible for the overall Mill administration ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards. Key responsibilities include.

**Responsibilities and Operations**

* Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
* Recruit and train personnel and allocate responsibilities and office space
* Manage schedules and deadlines.
* Hire Category 3&4 staff.
* Run and look after all administrative activities as HOD
* Schedule meetings and presentations with prospects.
* Attained high profile guests/delegations on behalf of company, arrange their accommodations and travelling.
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraint.
* Organize and supervise other office activities (recycling, renovations, event planning etc.)
* Communicating System faults and malfunctions to principles to get them fixed in time.
* Ensure operations adhere to policies and regulations
* Provides orientation for new employees by providing information packets, reviewing company policies, gathering withholding and other payroll information, explaining benefit programs, and obtaining signatures for documents.
* Documents and tracks human resources actions by completing forms, reports, logs, and records.
* Motivate team members for completion of job.
* Responsible for Understanding and execution of ISO 9001 audit.
* Canteen management.
* Housekeeping management.
* Looking all factory admin activities.
* These all responsibilities done erection phase.

▪**Assistant Manager HR/ADMIN at IRFAN NOMAN BROTHERS (Pvt) Ltd**. (Dec 2018 – June-2021)

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▪ **Assistant Manager HR/ADMIN at M.M GROUP OF COMPANY (Pvt) Ltd**. (Feb 2016 – Dec 2018)

**Major responsibilities included:**

* Attendance Management
* Maintain all worker record and hire a new appointment at different departments as per requirement
* Maintain Leave record and health related issues
* Work on loan applications
* Update and working on ISO,GMP And Hccp documents
* Maintain person file of all employees
* Look after all factory daily matters
* Looking housekeeping meters
* Making salary about one hundred employees
* Transport and fleet management
* Looking allover factory security
* Looking all administrative task
* Work on employees better relations and problem solving
* Working on talent acquisition
* Handle patty cash
* Looking factory fair price shops accounts and sale
* Looking plant relative issues.

▪**ADMIN/HR OFFICER AT BAKE PARLOR (Pvt) Ltd.** (MAY 2012 - JAN 2016)

**Major responsibilities included:**

* Worked at ERP software made by company software developer on visual basic and crystal reporting
* Attendance Management
* Maintain all worker record and hire a new appointment on daily wages basis for different department
* Looking daily factory matters
* Looking security matters.
* Employees coordination

**PROJECT SUPERVISOR AT National Ruler support Program.** (DEC 2011 - FEB 2012)

**Major responsibilities included:**

* Project Supervisor(Pilot project)
* Team leader
* Making report on daily basis and send report to head office
* Arrange activities about polio awareness on union council level
* Attend meeting for betterment of polio program

**EDUCATION** **AND** **TRAINING**

▪ **MBA (HRM)** (2016)

▪ **B.A (IR/POLITICAL SCIENCE)** (2007)

**PERSONAL** **SKILLS**

▪ **Computer skills**

* MS-OFFICE
* MS word, excel, power point, outlook

▪ **Achievements**

* SAP S/4HANA
* ORACLE