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Shah Faisal Town, Karachi, Pakistan

Summary

Looking for work with an organization in order to practice my skills & experience in the industry.

Skills

Microsoft Office | Zoho | Written Verbal Communication | Written & Verbal Communication | Well-Organized | Vlookup | Verbal Communication | Verbal Written Communicator | US English | Transaction Process | Training and Development | Training Analysis | Training & Learning | Training & Development | Training Development | Training | Time Management | Time Management | Technical Recruitment | Technical Knowledge | Technical Hiring | Teamwork | Team Working | Team Motivation | Team Management Skills | Team Management | Team Building | Talent Manager | Talent Management | Talent Hunting | Talent Analytics | Talent Acquisition Specialist | Talent Acquisition | Talent Acquisition | System Management | Student Counseling | Strong Organizational Skills | Strong Networking Skills | Strategic Human Resources Leadership | Strategic Human Resources | Strategic HR Leadership | Staffing Services | Staff Management | Staff Augmentation | Staff Acquisition | Sourcing | Software House Experience | Self Organized | Self Organised | Screening & Interviewing | Responsible For All HR Functions | Resource Management | Report Writing | Relationship Management | Relationship Building Skills | Recruitments | Recruitment Tools | Recruitment Skills | Recruitment Process Re-engineering | Recruitment Management | Recruitment Advertising | Recruitment & Selection | Recruitment & Employee Data Audit | Recruitment | Recruiting Strategies | Recruiting | Records Management | Record Keeping | Receptionist Duties | Receptionist Work | Quality Assurance Process | Pursuing News Stories | Public Dealing | Proven HR Experience | Project Management | Product Packing | Problem Solving Skills | Problem Solver | Proactive And Efficient | Proactive | Presentation Skills | Pre-screening | Pivot Table | Personnel management | Performance Management | Peoples Management | People Management | People Analytics | Payroll Services | Payroll Processing | Payroll Management | Payroll Analysis | Payroll | Patients Calling | Organizational Performance Management | Organizational Development | Organised & Energetic | Oral Written Communication | Operation Working | Operations Responsibilities

Experience

Mar 2018 - Present

HR Executive

ZARA MOBILITY SERVICES PVT LTD, Karachi, Pakistan

Recruitment process CV Pulling(short listing Cv's) Job Add posting through job portals Working on ADP/RQ Termination/Transfer/promotion process Prepare exceptions report Credentials of new employees Trains other employees Response through e-mails Check attendance sheets & maintain records Payroll process Participate in meetings.

Dec 2017 - Present

Management trainee HR

Ismail Industries Limited, Karachi, Pakistan

Issuance of promotion,increment & appointment letter.

Communication to higher management regarding employees issues/queries.

Responsible to maintain employees filling records.

Responsible to maintain/keep company documents.

Maintain employees record on excel files.

Check employees CNIC.

Check employees educational & experience documents.

Check health insurance of employee & his/her beneficiaries.

Aug 2017 - Nov 2017

HR INTERNEE

LG (ICEBERG INDUSTRIES), Karachi, Pakistan

*Employees profile (new hiring/employees induction)

- Personal details
- Attendance details
- Contact details

*Employees claims vouchers

- Check vouchers
- Prepare vouchers requisitions
- Payment details

*Short listing candidates CVs

- According to Job description & experience

*Working on ORACLE

- Maintain employees records

* Employees Benefits requisitions

- Cell phone, laptop, car, bikes requisitions
- Prepare reports related to company employees Cell phone, laptop, car, bikes.

*Payroll

- Daily & monthly attendance
- Check attendance sheets & maintain records
- Leave management

*Prepare bank application forms for employees accounts

*Purchase requisitions

- Office maintenance
- Mobile purchase
- Groceries & Office stationary
- Bike & car maintenance

Jan 2017 - Mar 2017

HR INTERN

Mass human resource services, Karachi, Pakistan

Recruitment,

Job description,

Add posting,

Maintain C.Vs data bank& short listing C.V's,

Maintain excel sheets & Maintain all records,

Maintain company profile,

Maintain regular contact with possible future candidates.

Education

2016

University of Karachi

Masters in Business Administration , MASTER IN HUMAN RESOUC
MANAGEMENT

Major Electives: 1.Principle of Management 2. Human Resource
Management 3. Management Accounting 4.Principle of Economics 5.
Computer Applications 6. Business Communication 7. Recruitment and
Selection 8. Human Resource Planning 9. Compensation and Benefi

Percentage: 65%

Languages

Punjabi
Expert

Urdu
Expert

English
Expert