

UROOSA HALEPOTO

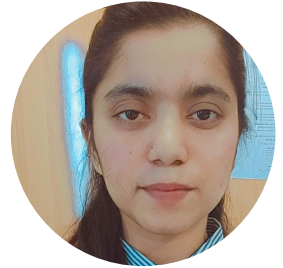
Human Resource Management

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OBJECTIVES

Results oriented, energized by challenges, having Human Resource exposure in different organizations, practiced skills and abilities to manage staff queries and communicate with cross functional departments and management to ensure organizational goals are met. Along with HR, experience of administration and research which helps to plan and monitor the activities in most efficient and effective manner.

EXPERIENCE

Assistant Manager Human Resource

VETZ pharmaceutical (Pvt) Ltd

September 2020 – Ongoing

Hyderabad, Pakistan

- Managing the hiring process, including advertising open position, reviewing resume, coordinating and conducting interviews, conducting references and background checks, drafting offer letters.
- Managing the on-Boarding process for new employee.
- Processing monthly payroll via ERP system excel
- Administering employee issues and benefits.
- Review and prepare credit notes of monthly expenses, salaries and incentives.
- Prepare and maintain all vehicles details and maintain employee wise record of vehicles.
- Dealing with marketing team and coordinate them respectively.
- Arrangement of meetings and monitoring accordingly.
- Monitoring employee engagement, coordination, and work standards in the organization.
- Coordinating externally and internally to insure the insurance policies of movable non movable assets.
- Developing, modification and implement the policies of the organization.

HR Officer

Thardeep Micro-finance Foundation

January 2020 – June 2020

Karachi, Pakistan

- Maintenance of personnel records of all employees and consultants, regular consolidating/updating of HRIS database and produce required reports/data for management.
- Ensure that all employees and consultants are working under current contracts.
- Ensure that approved job description is provided to new employees.
- Manage employee's performance evaluation system.

MOST PROUD OF



Courage I had

to take a sinking ship and try to make it float



Inspiring Girl in Organization

Youngest HR personnel at vetz pharmaceutical (Pvt) Ltd

STRENGTHS

Hard-working

Persuasive

Motivator & Leader

Word 2013

Excel 2013

PowerPoint 2013

Adobe Photoshop

LANGUAGES

English

Urdu



EDUCATION

MBA in Human Resource MGN

IBA Sukkur

July 2017 – July 2019

CGPA : 2.93 out of 4

B.C.S (Hons) in Software Engineering

Shah Abdul Latif University

March 2014 – Dec 2016

CGPA : 3.31 out of 4

- Maintain payroll and training record of employees and assist in asset data management.
 - Assist in conducting job analysis, preparing/reviewing job descriptions and improving personnel's policies.
 - Ensure security and confidentiality of all personnel records.
 - Compliance with documentation and reporting requirements specified by jobholders' supervisors.
 - Manage all HR domain to linkage with all departments.
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HR Associate

Charter for Compassion

📅 March 2019 – September 2019 📍 Karachi, Pakistan

- Maintains database of employee records as well as all active and inactive applications.
 - Conducts initial screening interviews and contacts references to verify background.
 - Conducts all new-hire orientations.
 - Make contracts and control hiring firing process • Evaluate performance appraisal by HR end
 - Maintain Leave status and payrolls accordingly.
 - Contributes to ongoing recruiting efforts as needed.
 - Mitigates employee relation issues while adhering to company.
 - Maintains complete confidentiality of all HR-related information.
 - Continually works with department to streamline the hiring process and improve internal policies.
 - Manage all HR domain to linkage with all departments. Project Intern at Engro Energy Limited 15
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Project Intern

Engro Energy Limited

📅 15 Oct 2018 – 15 Febuary 2019 📍 Karachi, Pakistan

- Worked on policy assessment for modification and benchmarking of policies for Engro Energy Subsidiaries.
- Compared Engro policy manuals with other Company Policies
- Made modifications and revised the actual policy manual into new policy versions for Engro Energy subsidiaries.
- Analyzed benchmarked company policies and made suggestions for further process.
- Collected information regarding policies from other benchmarked companies and Engro Energy employees.
- Worked for different recruitment drives such as China University Scholarship Project and Thar Associate Engineering Program (TAEP) batch

