

CURRICULUM VITAE

TABISH. NAJIULLAH

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WORK EXPERIENCE:

Assistant Manager - HR Winner Foods Pvt Ltd (August 2020 – Present)

- Coherently conducted and coordinated with management to ensure timely recruitment, interviews, orientation and training & development of employees. Monitored, reviewed and improved internal HR systems and processes
- Ensuring that a sound and continuous Headcount Management is in place, in coordination with Departmental Heads and senior Management.
- Skillfully designed and implemented policies and SOPs. Acted as consultant between employees and organization; provided guidance to employees and management in regard to HR policies, practices.
- Played a vital role to form a positive and friendly working environment where employees feel heard.
- Developed and implemented human resource strategies across the organization
- Revamped the whole HR dept. and its functions from scratch such as Talent acquisition, operations compensation & benefits, employee relations etc.
- Design, facilitate and conduct in-house programs such as briefing, workshops & trainings.
- Review and update all human resources policies to meet the organization's needs.
- Analyze the skills and qualities required for each particular job and develop job descriptions.
- Identify training /skills/competency needs within the organization.
- Coordinate career development, succession planning and talent management needs in partnership with line management.
- Attendant monthly management meetings and compile the reports on all key areas of HR Department.
- Lead programs that are aimed at improving employee morale.
- Manage daily HR operations & resolve regional teams/employee queries regarding payroll, policies, and practices.
- Successfully developed, executed and implemented in-house made Payroll system (Oracle Based)
- Implemented and executed time attendance system
- Supervise Leave management, leave encasement process.

Senior Executive HR – Winner Foods Pvt Ltd (July 2017 – August 2020)

- Processing of complete payroll end to end
- Manage compute and disbursement of Loans and advances
- Ensure to develop job descriptions for current/new positions
- Responsible for the Recruitment process On-Boarding of all new inductions
- Coordinating employment offers with management and extending offers to selected candidates
- Explaining of all HR policies, procedures and regulations to each employee
- Conduct Orientation Session for all new employees
- Initiating the newly hired and exiting employee's paperwork process
- Making Appointment Letters & Experience Certificates.

- Scrutiny regarding the completion of documents before joining.
- Creating and Updating and Managing Job Descriptions.
- Organize, schedule interview with HOD's and functional managers.
- Supervise Time attendance management, overtime reconciliation of company.
- Sales incentive processing and reward management with approved policy.

Executive HR- Winner Foods Pvt Ltd (September 2014 – June 2017)

- Preparing Payroll for Management Staff and Labor
- Calculate and Prepare Overtime Payments for labor
- Plan and facilitating HR activities in the team: contract, recruitment, employee relation
- Maintain current organizational chart and current staff contact list
- Monitor and record employee time sheets and leave requests
- Managing and completing the employees' documents.
- Keeping track of Confirmation, Appraisals, and Increments of employees
- Maintaining employees' personnel files.
- Checking employees' personnel files for checking complete employee documents.
- Data Management of Employees Documents.

Admin Supervisor - Kolson Lotte (April 2014 – August 2014)

- Handling the issues of Housekeeping
- Factory Maintenance work
- Responsible of all kinds of event Management as a deputy of Admin Officer
- To assist the Admin Officer in works of Carpeting, plumbing jobs

HR Executive – HS Traders (December 2012 – August 2013)

- Coordinates, negotiates and liaises with employment and advertising agents on service fee, advertisement recruitment and interview schedules.
- Conducts interviews up to senior executive levels.
- Arranges interviews for management levels.
- Prepares letter of offer to selected candidates and letter of rejection to unsuccessful candidates.
- Conducts exit interview.
- Coordinates and liaises with external consultants on employees' training needs and arranges training schedules for employees.
- Evaluates the effectiveness of the respective training programs by obtaining feedback from employees.

Executive –Business Development TerraBiz Group (March 2012 –November 2012).

- Business Development
- Manage meetings for In house programs
- Trainer's Evaluation reports.
- Strategic E-mail and brochure mailing management
- Help in Strategic Decision making including pricing of the product, packaging, placement, promotion, preparation of budget
- Leading & developing front end operational training modules
- Manage Strategic Database
- Reviewing evaluations of training courses, objectives, and accomplishments.

ACADEMIC QUALIFICATION:

- **Masters in Human Resource Management (2015)**
University of Karachi - Pakistan
- **Bachelors in Commerce B-Com (2010)**
University of Karachi - Pakistan
- **Intermediate – Commerce (2007)**
Government College for men Nazimabad
- **Matriculation (2004)**
White House Grammar School