

SHAHAB UDDIN FAZLANI



HR Generalist

Contact

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Picture Road, Moosalane, Karachi.



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Education

(August 2019)

Masters of Business Administration,
Graduated MBA - HR
KASBIT UNIVERSITY
Karachi

(August 2016)

Bachelor of Business Administration,
Graduated BBA – Hon's
KASBIT UNIVERSITY
Karachi

(August 2012)

Inter,

Intermediate Pre – Engineering
Z.M Nabi Bagh Inter Science College
Karachi

(August 2009)

Matriculation,

Matric BioScience
Lassi Community School
Karachi

Key Skills

Microsoft Office



Urdu and English



Profile

Experienced Human Resource Professional Proficient in Technical Recruitment, Attendance & Leave Management, Handling Payroll, HR Operation, Policies Implementation and Self-motivated Professional. Providing Administrative Support Human Resource Personnel. Seeking a Human Resource Position to apply Excellent Multitasking and Analytical Skills in Effectively Fulfilling the Responsibilities.

Professional Experience

HR Generalist

EfroTech (Pvt) Ltd.

Mar 2022

– Present

HR Executive

APTECH LEARNING

Nov 2020

– Mar 2022

Columbia Information Technology (Pvt) Ltd.

- Advertising Vacancies on all Major Job Posting sites, and our Social Media Platforms.
- Collecting and Reviewing Applications to Shortlist Candidates.
- Meeting with and Interviewing Shortlisted Individuals.
- Conduct Demo after an Initial Interview with Teachers.
- Selecting the most Suitable Candidates and Providing them with Job Offers.
- Scheduling Training and Orientation for New Employees.
- Responsible for the Overall Quality System in the HR Department Understanding and Executing Staffing requisitions, Requirements, and Issues from all Department's Draft and Update Documents such as Job Descriptions, Performance Appraisal, Forms, SOP, Policies, and other HR-Related Documents.
- Review, Update and Maintain Proper Filing such as Employees' Medical Insurance Policies.
- Conduct Exit Interviews to Identify Reasons for Employee's Resignation.
- Maintain Staff Data on Software and Verify all Documents must be complete as per HR Requirements.
- Process Staff Full and Final Settlement as per HR Policy.
- Upload Staff Attendance Daily in Software.
- Implement Software to Maintain a Record and Ease Staff Handling and Viewing Data Individually.
- Visit APTECH Branches once a month or as per Requirement.
- Update Organogram as per Staff Hiring and Resignation.
- Implementing HR policies as per with Management.
- Draft Experience, Increment, Promotion, Offer, Confirmation, Absconding, Warning letter's as per Requirement.

Ability to Work in Pressure



Decision Maker



Problem-Solving



Team leadership



Certificate of Participation

C.V Writing
Communication Skills
Development
Participate in Cross
Culture Show
Fight for the consumer
right
Profession Skills
Development Program
from INJAZ Pak
Major Courses

Recruitment & Selection
Training & Development
Human Resource
Management
Leadership & Motivation
Compensation & Benefits
Strategic Human Resource
Management
Personal Status

S/o: Shams Uddin
DOB: 17-02-1993
Marital Status: Single
Religion: Islam
Academic Diploma

Web Design Diploma from
Excellence Coaching Canter

Full Stack Python
Development from APTECH
Learning - FSO



HR Generalist

Velosi Integrity & Safety Pakistan (Pvt) Ltd.

Feb 2020
– AUG 2020

- Advertising Vacancies on all Major Job Posting Sites and our Social Media Platforms.
- Collecting and Reviewing Applications to Shortlist Candidates.
- Conducting Background Checks to Ensure that Candidates are fit for Appointment.
- Coordinate Employee Development Plans and Performance Management.
- Perform Orientations and Update Records of New Staff.
- Manage the Organization's Employee Database and Prepare Reports.
- Produce and Submit Reports on General HR Activity.
- Keep Up-to-Date with the Latest HR Trends and Best Practices.
- Maintain and Collect Staff Database for HRMS Software as per the Requirement of the Abu Dhabi Office.
- Prepare Top Performer and Punctual Staff Certification on the Behalf of Project Lead Rating and Forward to Abu Dhabi Office Every Month.
- Prepare & Compile Complete Payroll and Forward to Accounts Department for Further Process.
- Check and Verify Staff TA/DA and Medical and Forward to Accounts Department for Processing.

HR Coordinator

Fulcrum (Pvt) Ltd.

JAN 2017
– FEB 2019

- Identifying and Recruiting Prospective Candidates using a Variety of Channel.
- To Coordinate with Regional Area Managers of Green Star Social Marketing.
- To Coordinate with the HR department of Green Star Social Marketing for Recruitment of IPC Health-related Candidates.
- To Update Leave Status and Check Attendance/Timesheets before the Payroll is Processed.
- To Entertain Queries Related to Recruitment of IPC Staff in Regional Offices.
- To Update Dashboard regarding On-board staff and Vacant Positions.
- Prepare and Maintain reports to fulfil different Management Requirements. Implementing the HR policies and Procedures.
- Making the Leave Status for Processing the Entire Staff Salaries.
- Recheck the Staff Expense to send by the Regional Area Manager.
- Making the Invoice on Monthly Basis with other Support Documents for Processing Salaries. Maintain the master data of employees.
- Process Full and Final Settlement of Resigning after Clearance.

HR Intern

The City School - SRO.

Nov 2016
– Jan 2017

Intern - Trader

Arif Habib Commodities.

June 2015
– July 2015