



Mahnoor Islam

Human Resource Manager

Oversee well-organized and efficient HR operations by balancing organizational targets with compliance and employee demands.

Offering extensive experience within a federally regulated manufacturing environment. Innovative, energetic individual with a proven track record in developing, implementing and administering human resources programs will provide expertise in the following areas: Human Resources Management Employee Recruitment and Retention Benefits Administration. Skills : Microsoft Office, SAP, ADP Payroll, Sharepoint, E Verify, Human Resources, MHRM, Training & amp.



Contact

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Skills

Equal opportunities facilitation

Organizational Development

Succession planning

Compensation and benefits

Payroll coordination

Recruitment

Benefits administration

Benefits and compensation management

Critical Thinking

Self-Motivated

Training and Development

Flexible and Adaptable

Human resources policies

Human resources specialist

Human Trafficking Interdiction

Wages and salary

Talent management

Pre-Employment Screening



Work History

2022-11 -
Current

Head of Human Resources

Cybertron Labs Pvt Ltd, Karachi

- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Coordinated with IT team leaders to forecast hiring needs and department goals.
- Interviewed candidates using different interview methods and approaches.
- Built and executed sourcing, assessment and closing approaches to manage return on investment expectations.
- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Documented procedures, identified areas to improve internal controls and gain additional efficiencies and implemented policy changes.
- Monitored compliance with generally accepted accounting principles and company procedures.

2021-03 -
2022-09

Lead Technical Recruiter/Talent Acquisition Specialist

Xorlogics Pvt Ltd, Islamabad

- Cultivated in-depth understanding of technical industry trends and hiring desires.
- Sourced and selected applicants for technical positions within company.
- Completed human resource operational requirements by scheduling and assigning employees.
- Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
- Interviewed candidates using different interview methods and approaches.
- Improved office efficiency by effectively managing internal communications and correspondence.
- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.

Team Building

Risk management

Dependable and
Responsible

IT resource use

MRP and ERP systems

2020-02 -
2021-02



Software

SAP HRIS

Quick Book

Ms Office 365

Adobe xd

Adobe photoshop

ADP HRIS

2018-01 -
2020-01



Languages

English

Urdu

Arabic

Sindhi

2017-09 -
2017-12

HR Manager

Pakistan Ordinance factory, Islamabad

- Recommended, initiated and finalized HR actions regarding faculty and staff position management, compensation and employment postings, hiring proposals and new hire onboarding.
- Advised executives on best practices for employee growth and productivity goals, consistently helping companies improve retention.
- Implemented standardized programs and policies, driving smooth operations, employee retention and engagement.
- Guided leaders and employees on company policies, programs, benefits and salary administration.
- Oversaw legal compliance with federal, state and local laws and regulations in addition to compliance with company policies and procedures.
- Used technologically relevant digital systems to manage payroll and benefits programs.

HR Generalist

Wah Brass Mills , Islamabad

- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.
- Provided troubleshooting and technical assistance in use of PeopleAdmin system.
- Liaised between management and employees to deliver conflict resolution, alleviate problems and interpret compensation and benefits policies.
- Verified and submitted timekeeping information for accurate and efficient payroll processing.

HR Intern

Medusa Labs Pvt Ltd, karachi

- Filed paperwork, sorted and delivered mail and maintained office organization.
- Assisted human resources manager and recruiting teams by scheduling phone screens and on-site interviews.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Drafted technical documents, social media posts and internal memoranda.
- Developed strong written and verbal communication skills.



Education

BBA: Business Administration And Management

Szabist

MBA: Human Resources

Allama Iqbal Open University

Diploma: Hiring Practices

University of California - Irvine



Certifications

SHRM-CP | SHRM Certified Professional

HR Analytics | University of California

Research Management and Leadership Training |
University of Colorado

Project Management | Google