

Syed Shehryar

HUMAN RESOURCE EXECUTIVE

✉ syed.aliii16@gmail.com

📍 Clifton, Karachi, 75600, Pakistan

☎ +923337763016

Profile

I am an experienced and self-motivated Human Resources Professional with almost two years of industry experience administering policies and procedures in the Human Resources Department of a multi-national setting. I possess a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR managers, teams, and employees. I am proficient in assisting with the recruitment, selection, and onboarding the new employees,

I maintain an organized employee database by collecting records and carefully organizing paperwork associated with existing and future employees. I successfully handle personnel-related issues and adhere to laws and regulations governing recruitment and employment practices. I maintain and regulate a positive attitude and strong work ethic.

Employment History

Human Resource Officer , Muller & Phipps Pakistan - M&P, Karachi

February 2023 — Present

The position is contract based.

- I manage the records of the employees regularly.
- I assist the HR Lead in Recruitment and Selection related processes.
- I manage and verify the attendance and manage the records of the employees regularly.
- I assist the HR Lead in Recruitment and Selection related processes.
- I manage and verify the attendance of employees.
- I am responsible to manage and create the appointment letters, promotion letters, certificates, verifying background data of employees, etc.
- I am responsible for updating the files of several branches/divisional employees and updating them properly.

Management Trainee Human Resources, United Marine Agencies

December 2021 — September 2022

The position was contractual (9 months).

- I assist the HR Lead in the overall payroll cycle of the company.
- I manage HR operations like; EOBI, SESSI, online attendance, and leave management via the Timetrax portal,
- Leave management (managing to leave grievances through Time Trax),
- I manage the full & final Settlements of the employees.
- I assist the HR Lead in loans, advance salaries, Other deductions & arrears management-related issues.
- Assisted the HR Lead in handling Contracts (creating new contracts), Contracts Renewal, Contract Assessments, and Performance Evaluations (Evaluation of performance assessments by the department head).

Details

Nationality

Pakistani

Place of birth

Karachi

Links

[LinkedIn](#)

[Gmail](#)

Skills

Critical thinking and problem solving

HRMS - Timetrax handling

Interpersonal Communication Skills

Employee Relations

Employee Recruitment & Retention

Talent management, compensation and employee benefits

High Attention to Detail

Compliance, Confidentiality and workplace safety

Data Analysis

Employee Training and Development

ERP System

Ethics and Reliability

HRIS

- I manage employee onboarding and offboarding process (Responsible for job offer emails, new employee orientation regarding company policies, procedures, company structure & department orientation, and responsible for communicating with respective departments to make necessary arrangements for new induction.
- I manage the resignation and termination processes and exits from the HR ERP systems and clearance from all departments.
- I handle data of employees on Time Trax (Making portals, entry of new employees, employee payroll data).
- I handle grievances and manage the counseling employees with the Head of the department.

Human Resources Intern, Karachi Port Trust

January 2020 — March 2020

- I managed and collaborated with Human Resources to review and update employee benefit plans.
- I supported in developing the job descriptions that accurately reflected the duties, responsibilities, and qualifications for each position.
- I assisted the departmental head in drafting and negotiating employment contracts.
- I managed and updated the job rotation statuses and quarterly leave balances of the employees of all branches.

Education

Master of Business Administration - MBA, Iqra University - Main Campus

August 2021 — August 2023

I am pursuing MBA with a major in Human Resource.

Bachelor of Business Administration - BBA, Iqra University - Main Campus

2017 — 2020

Certification

Recruiting, Hiring, and Onboarding Employees, University of Minnesota

October 2022 — May 2023

Managing Employee Performance, University of Minnesota

May 2023 — November 2023

References

References available upon request