

M.ARSALAN UL HAQUE

HR PROFESSIONAL

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WORK EXPERIENCE

AL BARAKA BANK PAKISTAN LIMITED(OCT 22- TILL NOW)
ASSISTANT MANAGER - HR (RECRUITMENT)

SANTE PHARMA

SR. HR AND ADMIN EXECUTIVE(JAN 2021 - FEB 2022)

- TALENT ACQUISITION FOR ALL LEVELS.
- DEVELOP AND UPDATE JOB DESCRIPTIONS AND JOB SPECIFICATIONS.
- PREPARATION AND EXECUTION OF MONTHLY PAYROLL.
- PROCESSING FULL AND FINAL SETTLEMENTS.
- CONDUCT ORIENTATION AND SOFT SKILLS TRAINING ON WEEKLY & MONTHLY BASIS.O

EFROZE PHARMA

HR EXECUTIVE (DEC 2017 - JULY 2020)

- TALENT ACQUISITION FOR ALL LEVELS.DESIGN AND IMPLEMENT OVERALL RECRUITING STRATEGY.
- DEVELOP AND UPDATE JOB DESCRIPTIONS AND JOB SPECIFICATIONS.SOURCE AND RECRUIT CANDIDATES BY USING DATABASES, SOCIAL MEDIA ETC.
- CONDUCTED INTERVIEWS FOR POTENTIAL CANDIDATES AND MANAGED THE HIRING PROCESS FOR SELECTED NEW HIRES.USING VARIOUS RELIABLE RECRUITING AND SELECTION TOOLS/METHODS TO FILTER CANDIDATES WITHIN SCHEDULE.
- PREPARING AND SENDING REFERENCE CHECKS OF NEWLY HIRED EMPLOYEES.
- UPDATING AND DEVELOPING JOB DESCRIPTIONS AND STANDARD OPERATING PROCEDURES.
- PREPARATION AND EXECUTION OF MONTHLY PAYROLL.
- PROCESSING FULL AND FINAL SETTLEMENTS.
- TO MAKE TREND ANALYSIS OF RESIGNED EMPLOYEES TO EVALUATE TURNOVER.
- ENSURE EMPLOYEE RECORDS SHOULD COMPILED AND UPDATE (HARD AND SOFT COPIES).
- PROCESSING STATUTORY PAYMENTS (LIKE EOBI AND SESSI).
- ASSIST IN ALL LEGAL NOTIFICATION.

RAJBY INDUSTRIES

HR & COMPLIANCE OFFICER (FEB 2016 TO NOV 2017)

- TALENT ACQUISITION FOR ALL LEVELS.
- ORIENTATION AND CONDUCTING DIFFERENT TRAINING PROGRAM FOR NEW AND OLD EMPLOYEES.
- EXPERIENCE OF JONES, H&M, C-TPAT, C&A, SA8000, WALL MART,, KIABI, OEKO-TEX, SOCIAL& TECHNICAL AUDIT.
- RESPONSIBLE TO DO THE CORRESPONDENCE WITH BUYER AND CERTIFICATION BODIES

PERSONAL PROFILE

Motivated and experienced professional having approximately 5 years of work experience in the field of HR & Compliance in large Organizations with the blend of required attitude, experience and qualification.

AREAS OF EXPERTISE

- Recruitment & Selection
- Organizational Behavior
- Training & Development
- Strategic Management
- Compensation and benefits

OTHER SKILLS

- ERP : Timetrax, Orbitrax
- Excellent written and verbal Communication skill
- MS Office, Word, Excel, PowerPoint
- Problem solving skill
- Planning & Organizing
- Leadership Quality
- Team player

LANGUAGES

- Proficient in spoken and written English and Urdu

SOCIAL LINKS

- linkedin <http://muhammad-arsalan-ul-haque-94b558108/>

RESEARCH TOPIC

- Employee motivation in university of Karachi

COMPUTER SKILLS

- Handle and work on different software like ERP : Timetrax, Orbitrax
- Known all Basic information about computer
- Expert in social media handling MS Office, Excel, PowerPoint
- Internet and Mail, Draft etc
- Freehand

OTHER EXPERIENCE

WORK WITH BIRTIISH COUNCIL AS A INVIGILATOR TO CONDUCT O LEVEL & A LEVEL EXAMINATION

EDUCATION HISTORY

UNIVERSITY OF KARACHI (DPA)

- Masters Of Human Resources Management I 2015

UNIVERSITY OF KARACHI (KUBS)

- Executive MBA | 2023
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TRAINING, SEMINAR & AWARDS

- ERP Training regarding HR Software Timetrax, Orbitrax
 - Attend Performance Management training Session. Organized by HR LEGEND & Speaker Zafar Usmani.
 - Attending HR Breakfast organized by team excelerate.
 - Attending International HR conference.
 - Attending regularly job fair, training session and seminar on behalf of efroze.
 - In efroze got employee of the month award for the month of June 2019.
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REFERENCES

- Shall be furnished upon request