

MUHAMMAD ZOHAIB BAIG

Human Resources Professional

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Dedicated and result oriented HR professional with **06 Years** of experience in Human Resources Operations. Proven expertise in managing and optimizing HR processes, including recruitment & selection, on-boarding, benefits administration, and HRIS management. Demonstrated ability to streamline processes, enhance efficiency, and contribute to the achievement of HR and organizational goals. Seeking a Manager-HR Operations role to leverage my skills and drive HR excellence within a dynamic organization.

PROFESSIONAL EXPERIENCE:

Assistant Manager HR Operations

Feb 2022 – Present

Dehlawi Optical Industries

Responsibilities:

- Develop and implement HR policies, procedures, and best practices to ensure laws and regulations.
- Oversee and manage HRIS (Human Resources Information System) to maintain accurate employee records and streamline HR processes.
- Continuously improve and optimize HR processes for efficiency and effectiveness.
- Collaborate with the department's head to ensure a seamless hiring process, from job postings to on-boarding.
- Provide guidance and support in the development of job descriptions and conduct interview processes.
- Oversee and enhance the new employee on-boarding program to facilitate a positive start for new hires.
- Issuing of Offer Letters, confirmation letters, warning and other official letters.
- Manage employee benefits program, including health insurance plans, employee engagement programs and other wellness initiatives.
- Assist employees with benefit-related inquiries and issues.
- Oversee payroll processing, ensuring accuracy and timeliness attendance.
- Conduct compensation analysis and benchmarking to ensure competitive compensation packages.
- Manage salary administration and performance-related pay adjustments.
- Generate Payroll and FNF Settlements of Employees.
- Develop and implement employee training and development programs.
- Coordinate training initiatives and ensure employees have access to relevant learning opportunities.
- Implement and manage performance appraisal processes, providing guidance to managers and employees.
- Maintain performance management records and assist in performance improvement plans.
- Generate HR reports and analytics to support data-driven decision-making.
- Analyze HR data trends to identify areas for improvement and present findings to senior management.
- Handle complex employee relations matters, investigations, and conflict resolution.
- Foster a positive workplace culture and address employee concerns effectively.

Officer Human Resources

September 2019 - February 2022

Al-Khidmat Hospital

Responsibilities:

- Assist in the development, documentation, and implementation of HR policies and procedures.
- Provide administrative support for various HR processes, including recruitment, on-boarding, benefits administration, and performance management.

- Maintain and update employee records and files, ensuring data accuracy and confidentiality.
- Support the recruitment process by posting job openings, scheduling interviews, and assisting with candidate communication.
- Assist in preparing new hire paperwork and facilitate the on-boarding process.
- Maintain applicant tracking systems and assist in creating recruitment reports.
- Assist in benefits administration, including enrollment, changes, and addressing employee inquiries.
- Collaborate with the payroll team to ensure accurate and timely processing of payroll.
- Help maintain compensation data and assist with salary benchmarking.
- Coordinate training sessions, workshops, and other development programs for employees.
- Assist in tracking training attendance and maintaining training records.
- Maintain and update the HRIS (Human Resources Information System) to ensure accurate employee data.
- Generate reports and perform data analysis to support HR decision-making.
- Handle employee inquiries and provide general HR information and assistance.
- Assist in resolving minor employee relations issues and escalate complex matters as needed.

Data Processor Human Resources & Planning
Habib Bank Ltd

November 2017 - September 2019

Responsibilities:

- Accurately input and update employee information, including personal details, job changes, and benefits enrollment, into the Oracle Software (People's Konnect).
- Regularly review and audit employee records to ensure data accuracy and completeness.
- Maintain electronic and physical HR records, including personnel files, in compliance with relevant laws and regulations.
- Organize and store documents in a secure and confidential manner.
- Organize and maintain HR documents, such as employment contracts, offer letters, and employee handbooks.
- Assist in the archiving and retrieval of historical HR records as needed.
- Respond to employee inquiries regarding HR data and records, providing accurate and timely information.
- Collaborate with HR team members to address employee requests.
- Issuance of Power of Attorney Documents, and maintain their records for further use.
- Capturing Authorized Specimen's Signature and report to the High Officials
- Deals with all types of queries related to the Top Officials

EDUCATION:

Preston University – December 2019

- Masters of Business Administration - **Human Resources Management**

CERTIFICATIONS:

- Great Learning – **Human Resources Management Certificate**
- C.I.T – **Certificate Of Information Technology**

SOFTWARE:

- HCM – **Human Capital Management**
- Peoples Konnect – **Oracle System**
- ERP – **Enterprise Resource Planning**