

# Muhammad Azhar

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## OBJECTIVE

Looking for a suitable post wherein I can explore my skills for the mutual benefits & can gain a valuable experience of working in a professional environment by my knowledge and professional skills to add value to company Business.

## CORE HR COMPETENCIES

- HR Dashboard Management
- HRIS Systems
- HR Analytics & BI Tools
- HR Operations
- Compensations & Benefits
- Training & Development
- HR Policies & Procedures
- Labor Laws

## EDUCATION

S No.	Degree	Majors	Passing Year
1	IOBM - Master in Business Administration	Human Resources	Completion 2024
2	SIMT - Bachelor in Business Administration	Human Resources	Completed 2021
3	UOK- Bachelor in Commerce	Commerce	Completed 2010
4	Intermediate in Commerce	Commerce	Completed 2008
5	Matriculation	Science	Completed 2006

## CAREER ACHIEVEMENTS

- Successfully Introduce **Business Intelligent Reporting's tools** & Prepare Multiple HR Analytics Reports.
- Successfully implemented **Cloud-based HRIS Management (TIMETRAX)** system.
- Prepared **Configuration User Manual of HRIS Software** with all configuration aspects.
- Boost Training 80% by **Introduced in-house Training Culture**, executed 18 training by Inhouse trainers.
- Streamline the HR Budget, Expenses & with Monitoring & Create **Power BI Dashboard** for Monitoring.
- Designed & Implemented **HR Forms & Policies** for Organizations.
- Initiate System for FNF to Minimized the **Downtime of Full & Final Settlement** from 180 Days to Max 30 Days.
- Suggest & Successfully Implement the 03<sup>rd</sup> party Vendor for **Streamlining Employee Operations**.
- Prepare Consolidate Employee's Cost Report for APAG Management.
- Initiate a proper Archiving Setup & **Streamlining Old HR Records & Employees Personal Files**.

## WORKING EXPERIENCE

Hoora Pharma (Private) Limited (A Leading Diagnostics Company)			(From May-2022 to Cont.)
	Position:	Business Partner - HR	
	Department:	Human Resources	
	Location:	Korangi Creek Industrial Park, Karachi	


### Major Responsibility:

- Responsible for managing & Update the Cloud based Oracle HRIS Management system (Net Suite).
- Process the Payroll & Allowances of all 03 Group of Hoora Pharma.
- Prepare Compensation & Benefits Structure & Initiate HR Innovative Growth for HR Process & Its Sys.
- Successfully Managing CSR Activities (Children Foundation, Plantation Drive & Independent Day Celebration)
- Responsible for Database Management, HR Analytics & its BI Reporting to Managements.
- Successfully Implement SMARTHCM - HRIS System (Attendance, Leaves, RMS, Performance Appraisal) responsible to prepare User Manual, system workflows & other processes.
- Engage in HR Strategic Decision & Set Departmental Objective.

- Prepare Full & Final Settlement of resigned staff.
- Control HR Letter Management (Offer, Appointment, Confirmation, etc)
- Responsible for Managing Health & Life Insurances, PSO Card, EOBI & SESSI & Other Statutory Compliances
- Prepare & Monitor HR Yearly Budget with its Comparison & Supervise Overall HR Operations Activities.
- Steered Employees Grievances, Feedback, Exit Interviews & other reports.
- Handle (Internal & External) HR Compliance Audits

#### APAG Private Limited (Formally Know as Soya Supreme)

(From June-2018 to May-2022)


	Position:	Assistant Manager HR (Compensation & Benefits & HR Operations)
	Department:	Human Resources
	Location:	SITE, Karachi

#### **Major Responsibility:**

- Successfully implemented Cloud-based HRIS Management system.
- Drive & Initiate HR Innovative Growth for HR Process & Its Systems
- Provide Power Support & Create & Control Policy of HRIS Management System Software.
- Responsible for Database Management, HR Analytics & its BI Reporting to Managements.
- Responsible to Prepare User Manual of Timetrax, defining system workflows.
- Responsible Testing User & System Configurations of Timetrax before deploying new patch.
- Engage in HR Strategic Decision & Set Departmental Objective.
- Provide HR Operational Support to APAG Employees as per Company SOP & Policy
- Handle Performance Appraisals Management, with MIS Reporting & other HR Control Letters
- Responsible for HR Policies & Compliance
- Manage Overall Payroll management of APAG.
- Prepare & Monitor HR Yearly Budget with its Comparison.
- Supervise Overall HR Operations Activities, according to their Policy & Compliances.
- Steered Employees Grievances, Feedback, Exit Interviews & CSI, & other reports.
- Handle (Internal & External) HR Compliance Audits
- Check Final Settlement Resigned Employees.

#### APAG Private Limited


(From June-2015 to June-2018)

	Position:	HR Executive (HR Operations & Strategy)
	Department:	Human Resources
	Location:	SITE, Karachi

#### **Major Responsibility:**

- Monitoring Overall HR Activities Induction and Joining formalities for all the new hires and joiners
- Steered Employees Grievances, Feedback, Exit Interviews & CSI, analyzed and reports.
- Handle Payroll management of (upto 600 Employees).
- Monitoring & Maintaining HR Database Management and its Back-up
- Check Final Settlement Resigned Employees of APAG as per SOP & Policy
- Handle Leave & Attendance Management System of APAG Staff & its Reporting.
- Handle all query or concerned of 3rd Party Staff.
- Handle Performance Appraisals Management, with MIS Reporting & HR Control Letters
- Provide HR Operational Support to APAG Employees as per Company SOP & Policy
- Handle BI Reporting for HR Analytics
- Prepare & Monitor HR Yearly Budget with its Comparison.
- Responsible for HR MIS Reporting
- Drive & Initiate HR Innovative Growth for HR Process & Its Systems


**APAG Private Limited** (From June-2014 to June-2015)

	Position:	HR Officer (Generalist)
	Department:	Human Resources
	Location:	SITE, Karachi

**Major Responsibility:**

- Make Employees Database (EDR), Enable single platform for employee reporting.
- Responsible for Managing EOBI & SESSI & Other Statutory Compliances of APAG
- Handle Fleet Managements & Fuel Cards for Admin Vehicles
- Handle Petty Cash & Other Administrative Expenses
- Responsible for Assigning Assets such as (Vehicles, Laptop etc)
- Responsible for managing (Jazz/Moblink) telecommunication for new assigning, Packages & Billing etc.
- Managing Health & Life Insurances new assigning, Monitoring Claims & Premium & Utilization etc.
- Monitoring Employees Late Coming, Overtime & Absent Management, Advances Staff Quota Mgmt., Late Deductions, Loans, Vehicles Loans for Payroll.
- Preparing and communicating the Office Memos and Announcements

**ENGLISH BISCUITS MANUFACTURED (PRIVATE) LIMITED** (From June-2010 to June-2014)

	Position:	Work Force Administrator (03 <sup>rd</sup> Party Contract by HRSG)
	Department:	Human Resources
	Location:	KIA, Karachi

**TRAINING & CERTIFICATION**

- Attend HR Connex 2018.
- The Law of Retrenchment & Termination (With Latest Labor Laws Changes)
- HALAAL Workshop (HIRC – Pakistan)
- Introduction to Project Management with MS - PROJECT
- Advance Excel for Advanced Report Development & BI (Business Intelligences) Tools (2013 & 2016).
- Strategic Human Resources Management (Talent Acquisition).
- HR Service Excellence.
- In House (EBM) Ms. Office, Fire Fighting, Team Lead & Time Management, ISO 9001:2008 (QMS).

**COMPUTER SKILLS:**

- Microsoft Power BI (Business Intelligence for Dashboard Reporting)
- MS-Office (2007-2013-2016).
- Advance Knowledge of Microsoft Excel (upto Power tools, VBA & Macros)

**OTHER SKILLS:**

- Strong Negotiation and interpersonal skills
- Self-development and learning
- Integrity, Reliability, Attendance & punctuality
- Professionalism Confidence and demeanor
- Report Writing

**PERSONAL INFORMATION:**

Father Name: Sh. Muhammad Akbar  
C.N.I.C No. 42101-6448255-7  
Passport No. GM-1842551  
Religion: Islam  
Nationality: Pakistani  
Marital Status: Married