



# MOHAMMED DESAI

Human Resources

+92 0337 6205820 Mohammeddesai94@gmail.com  
<https://www.linkedin.com/in/mohammeddesaiatsite.com>  
Nazimabad No.3 3/A 3/5, Rahim Gold, Karachi.

## SKILLS

Communication | Leadership | Recruitment  
Teamwork | Human resource management  
MS Office | MS Excel | Adobe photoshop

## EDUCATION

B.com - Bachelor of Commerce  
University of Karachi  
2014 - 2016

HSC - Higher Secondary Certificate  
S.M Govt Arts & Commerce College  
2012 - 2014

SSC - Secondary School Certificate  
The Global Academy  
2011

## CERTIFICATE OF ACHIEVEMENT

- Nomination for the month of Aug,2022
- Nomination for the month of Nov,2022

## PERSONAL INFORMATION

Date of Birth | 22-Aug-1994  
CNIC : 42301-5259966-7  
Gender: Male

## INDUSTRY EXPERTISE

Performance Management

Employee Relations

## LANGUAGES

Fluent in English

Urdu

## REFERENCES

References available on request

## PROFILE

I am an enthusiastic, self-motivated, reliable, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadlines.

## EXPERIENCE

### Human Resources Coordinator

Pearl Continental Hotel Karachi  
May-2022 - Present

- Recruit, interview, and facilitate the hiring of qualified job applicants for vacant positions.
- Ensure a smooth onboarding process by completing all joining formalities for new hires.
- Assist with day-to-day operations of the HR functions and duties.
- Payroll Processing (Timely processing of Payroll in SAP)
- formalities for new hires, and ensure prompt enrollment in the attendance system.
- Prepare all HR-related documents, such as offer letters, and employment contracts.
- Manage employee leaves and attendance, including tracking time off and responding to employee inquiries
- Post job advertisements on social media and other job boards
- Maintain employee records and update HR databases.
- Monitoring employee attendance and sharing the reports with head of departments.

### Senior Officer Human Resources

HASNAIN TANWEER ASSOCIATES (PVT) LTD.  
September-2020 - April-2022

- Assist in payroll preparation by providing relevant data (absences, leaves, etc).
- Manage the recruitment and selection process, including posting job advertisements, screening resumes, and conducting interviews.
- Conduct new employee orientations and on-boarding to foster positive attitudes toward organizational objectives.
- Advise management on HR-related issues and provide guidance to employees on HR matters.
- Prepare payroll by incorporating additions, deletions, expense claims, and other modifications as reported in the payroll period.
- Manage Employee separation & clearance process as per policy.
- Handle employment-related inquiries from applicants, employees, and supervisors.
- Manage Employee Leaves & Attendance.
- Prepare all HR-related documents.

### Human Resources Officer

HASNAIN TANWEER ASSOCIATES (PVT) LTD.  
December-2018 - August-2020

- Consult with Client's (Chubb insurance) (Pvt) Ltd. Prism (Pvt) Ltd. IFFCO (Pvt) Ltd.
- Payroll processing and review.
- Assist with day-to-day operations of the HR functions and duties.
- Manage employee leaves and attendance.
- Maintain employee records and update HR databases
- Recruit, interviewed, and facilitate the hiring of qualified job applicants for vacant positions.
- Prepare all HR-related documents.
- Ensure a smooth onboarding process by completing all joining formalities for new hires.