

TABISH QAMAR

CONTACT



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Gulshane Qadri Malir
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KEY ACHIEVEMENT

“Joining the current organization as a beginner was my first ever true experience to work with professional Entrepreneurs and to excel with using my best of the abilities to secure the trust of Management is my true

SKILLS

- **Manage to meet the pre-set timelines.**
- **Provide the required data and figures to the management in efficient way which could be convenient for drawing analysis.**
- **Handle pressure situation efficiently and prioritize the situation accordingly.**
- **Always give preference to work with team, with skills of communication.**

CURRICULUM VITAE

PERSONAL STATEMENT

I am a self-motivated human resources professional with proven employee relations skills and a broad knowledge of human resources practices. Strong interpersonal and communication skills together with the ability to discharge multiple responsibilities efficiently results in the achievement of company-wide human resource goals. Demonstrated ability to successfully partner with other departments to achieve human resources objectives.

WORK EXPERIENCE

HR Executive .

Tecno Pack Industries (Pvt.) Limited

29-Sep-2022 to Till date

- **Recruitment & Selection.**
- Assisting HR Head in advertising the vacant positions through various mediums.
- Shortlist candidates as per the give criteria.
- Conduct preliminary telephonic interview with shortlist candidate and send summary of shortlist candidate's information to HR head.
- Schedule interviews of candidates requested HOD's.
- Conduct aptitude test (if required) and ensure all the required documentation is done.
- Prepare Appointment Letters for new employee's
- Checking of Submitted documentation of selected candidates.
- Review & update job description job specification.
- **Compensation & Benefits**
- Payroll Management & Processing.
- Loan & Advance Management & Processing.
- Verification of SESSI & EOBI Contribution.
- Prepare EOBI Certificates & salary Statements.
- Update Fuel Price mentoring Sheets on Monthly basis.
- Verification of annual leaves & Bonus.
- Prepare Manpower Cost Details on Monthly Basis.
- **Training & Development**
- Provide Training & orientation of new employee's
- Update HR Training Procedures (as and needed)
- **Performance Management**
- Send Salary Review Forms to departments.
- Updating Promotions & New Salary after Increments in HCMS.
- **Employee Relation**
- Preparation of full & final settlement.
- Handling Employee's queries.
- **General**
- Preparation of various monthly reports i.e. monthly MIS reports, worker attendance report, attendance & leave report, etc.
- Look after insurance matter of all employees in health & life insurance.
- Look after whole attendance & holiday management across organization.
- To prepare organizational chart.

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint

"I have been a participant in developing a whole new Web Based Human Resource Data Base Application along with Information Technology Professionals and Management to assist and provide the required feedback over Human Resource

ACADEMIC QUALIFICATION

Masters of Business Administration
KASBIT University. (In Process)

Graduate in Commerce
University of Sindh.

Intermediate in Pre Engineering
Murad memon Govt. College.

Matriculation in Science
Asif govt. boy's secondary school.

WORK EXPERIENCE (continued)

HR Executive Operations.

Binarte Digital (Pvt.) Limited

20-Jun-2022 to 26-Sep-2022

- Creation of HRMS IDs for new employees and update the data of Active and Inactive staff in HRMS.
- Enrollment of new employee on Attendance machine and removing the data of inactive staff .
- Responsible to prepare all employee related letters (Offer Letter, Appointment Letter, Experience Letter, Warning Letter, Bank Account Opening Letter etc)
- Collection and verification of new joining documents and maintain the employee files for active and inactive staff
- Responsible for off-boarding process and coordinate with Network, Admin & QA for smooth execution
- Monthly Payroll Creation/Finalization through HRMS Portal
- Preparation of Final Settlement Cases and ensure to sign off from HOD & Cluster Head.
- Conducting Exit Interviews and managing database

HR & Operations Supervisor

01-Nov-2017 to 16-May-2022

UDL Distribution (Pvt.) Limited

- Maintain Leaves Record and Overtime Disbursement Sheets of strength of over 2500 employees in DBS on monthly basis.
- Process new hiring, screening of employment documentation.
- Administered, Updated & Managed HR data base in In-House Visual-Basic oriented Software.
- Assist the Management to process annual increments, conducting appraisals and prepare Increment Letters.
- Sheets of strength of over 2500 employees in DBS on monthly basis.
- Provide relieving assistance to the management for general HR queries.
- Addition deletion in social security on portal based.
- Handling education expense all branches and head office.
- Life & Health Insurance Coverage and Addition Deletion.
- To process salary, sales commission, monthly and quarterly target incentives of Outsourced Staff.
- Coordinate with Outsourced Companies for annual increments.
- Prepare Purchase Orders to get the motorcycles delivered to the field force of Outsourced Companies.
- Cessations and full & final settlements of Outsourced Staff & UDL staff.
- Issuance of offer letter, appointment letter, confirmation letter, contract letter, contract & probation extension letter, promotion & transfer letter, increment letters, resignation acceptance, termination letter, service certificate and company norms etc.
- Recording of P.F loan & withdrawal.
- Coordinating the branch activities with reference to the hiring and their proper and timely disposal of work.
- Fleet Management and coordinate with branch for vehicles expenses.
- **01 year experience as a computer operator in GETZ PHARMA .**
- **05 Months as a Machine Operator in (GCMPL) IRAQ BASRA.**
- **06 Months as a trainee work in METRO CASH & CARRY.**