

TALAL MASOOD



Email address: talalmasood25@gmail.com

Contact Number: +92341-2106236

To get an opportunity to work in a competitive working environment where I can utilize my skills creatively and contribute to the growth of the firm.

EXPERIENCE:



Assistant Manager HR, EfroTech Services

(March 2023-Present)

- Deliver all strategic and operational aspects of HR for the company.
- Conduct and finalize the Manpower Planning Requirements on annual basis.
- Develop Job Descriptions for assigned divisions in coordination with Line managers and Talent Team.
- Finalize the Salary Package for the new hires in coordination with the Senior Management.
- Guide and supervise end-to-end employment life cycle (onboarding to Separation)
- Overview of the employment Headcount.
- Supervise employee engagement activities (Birthdays, Star Performer and etc.) and suggest new ideas.
- Responsible for employment data management.
- Ensure accurate and complete HR record of all employees
- Ensure all HR activities are aligned with approved SOPs and Policies
- Prepare and propose Annual HR budget.
- Propose revised grading structure considering internal parity and market survey.

People Business Partner, Salsoft Technologies

(November 2022 till February 2023)



- Ensure cultural fit talent is acquired, managed, and retained if possible.
- Responsible for shortlisting candidates as per business needs with the facilitation of the Talent Acquisition Team.
- Preparation of Job Descriptions and Job Specifications for the assigned departments.

- Ensure completion of employment documentation of new joiners.
- Coordinate with Developers of the HRMS system for implementation of the new System.
- Conduct Head Count Requirements for the business feasibility report for upcoming businesses as and when required.
- Planning of Engagement activities to motivate and appreciate employees
- Supervising the induction, confirmation, and timely updating of attendance on HRMS.

Muller & Phipps Pakistan Pvt. Ltd

(Nov. 2018 to Oct. 2022)



HR Business Partner (IT& Mobile Financial Services Division)

- Ensure right talent is acquired, managed and developed in the organization following all HR processes in collaboration with the respective divisional teams.
- Shortlisting and interviewing candidates with the facilitation provided by Recruitment Team
- Responsible for finalizing the salary packages for new hired employees, and promoted and transferred staff.
- Preparation of Job Description and Job specification for the assigned divisions.

- Conduct head count requirement for the business feasibility report for upcoming businesses as and when required.
- Analyze all unbudgeted position requirements and rationale for onward approval from HR Head & CEO.

Data Reporting & MIS

- Managing Permanent Staff Portfolio.
- Supervision of Master Data of permanent staff in Excel and HRMS.
- Monthly reporting of Employee Data with respective HRBPs.
- Monthly reporting of new hiring & separations with HR and payroll Team.
- Successfully prepared and implemented minimum wage working of 2021.
- Monthly payroll reconciliation with the payroll team.

HR Operations

- Supervise human resource records by designing a filing and retrieval system; keeping past and current records of the employees.
- Handle employee onboarding once the employee accepts the offer by coordinating with other departments for a smooth hiring process.
- Ensure complete documentation of newly hired resources for appointment letter processing.
- Responsible for preparing appointment letters.
- Responsible for timely update of employee data in HRMS.
- Supervises employment confirmation process.
- Managing entire HR-related matters of Tech Sirat Pvt Ltd (A Subsidiary of M&P).
- Prepare employment change letter after proper scrutiny of the forms and existing headcount.

Separation

- Responsible for smooth employee exit process.
- Preparation of final settlement of resigned, terminated, and deceased employees.
- Close coordination with the payroll team for timely disbursement of dues.

ERP Management & Implementation

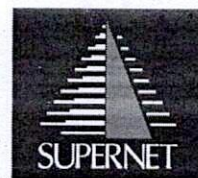
- An integral player in the new ERP system implementation process.
- Ensure the accuracy of employees' data on HRMS.
- Conduct a monthly reconciliation of EDM with payroll data.

HR EXECUTIVE, PRIME HR
(Nov.2017 to Nov. 2018)

Primehr®

- Coordinating with selected candidates for onboarding formalities.
- Evaluation and short-listing of resumes for clients upon request for induction.
- Assisting in payroll activities.
- Preparation of final settlements of resigned staff.
- Conducting interviews on clients' requests.
- Conducting orientation and training for new employees on behalf of clients.
- Issuing warning, suspension, and release letters based on the scenario and legal procedures
- Looking after post-recruitment documentation of employees.
- Preparing Appointments, Contracts, and Experience Letters.
- Shortlisting and lining up candidates for final interviews with clients
- Coordinating with deputed staff to ensure client satisfaction

HR OFFICER, SUPERNET LIMITED
(Feb.2017 to Nov.2017)



Empowering Corporate Networks

- Preparation of Job Description
- Processing Monthly Payroll
- Processing Employee Requisitions
- Scheduling interviews of candidates
- Shortlisting resumes from Resume Database
- Maintenance of the Resume Database of Supernet Ltd
- Updating organograms after new hiring and resignations
- Orientation of new employees
- Preparing monthly Medical, Conveyance, Mobile, and late-sitting reimbursement claims
- Looking after employee's attendance records
- Maintenance of records of New Recruits, Transfers, and Terminations
- Preparing Appointment, Contract, and Experience Letters

HR INTERN, DUBAI ISLAMIC BANK
(6 – Weeks)



بنك دبي الإسلامي
Dubai Islamic Bank

EDUCATION:

- **IQRA University** - MBA – Human Resource 2018
- **IQRA University** - BBA – Honors 2016
- **INTERMEDIATE**, DA SKBZ College – Commerce 2012
- **MATRICULATION**, Clifton Grammar Jr & Sr School – Science 2010

SKILLS

- Team Player
- HRIS
- Data Management
- Good Communication
- Adaptable