



Ali Arslan Bashir

Human Resource

My Contact

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📍 Rawal Town, Islamabad

Hard Skill

- Talent Acquisition
- Employee onboarding and orientations
- Payroll Processing
- Compensation & Benefits Management
- HRIS Management
- Employee Relations
- HR Policies Development & Compliance

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Certificate

- Certificate of Achievement in Entrepreneurship
- Awarded Bancassurance Certification

About Me

With 4+ years of HR experience, I am a versatile professional adept at talent acquisition, cultivating strong employee relations, and overseeing payroll processes. I am committed to optimizing HR strategies to promote organizational growth and employee well-being.

Professional Experience

Human Resource Executive Mar-2022 – Present **Switch Communications, Islamabad**

Key responsibilities:

- Managing employee records, ensuring accuracy and confidentiality, and assisting with payroll processing.
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- Coordinating training and development initiatives, including identifying training needs, scheduling sessions, and tracking employee progress.
- Assisting in the implementation and enforcement of company policies and procedures, including disciplinary actions when necessary.
- Handling administrative tasks such as managing office supplies, coordinating travel arrangements, and organizing meetings and events.
- Supporting the HR Manager/Administrator in various HR projects and initiatives as required.

Human Resource Officer Sep-2019 – Feb-2022 **Switch Communications, Islamabad**

Key responsibilities:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Overseeing the recruitment and selection process, including job postings, resume screening, interviewing, and hiring decisions.
- Overseeing payroll administration tasks, such as maintaining payroll records, resolving payroll discrepancies, and responding to employee inquiries regarding payroll matters.
- Developing and implementing HR policies and procedures to ensure compliance with employment laws and regulations.
- Managing employee onboarding and offboarding processes, including orientation programs and exit interviews.
- Implementing and maintaining **HRIS** software to streamline HR processes, including employee data management, time and attendance tracking, and benefits administration.

Customer Service Representative Dec-2017 – Apr-2018 **Touchstone Communications, Islamabad**

Key responsibilities:

- Finding new customers in the United States market.
- Provide appropriate solutions and benefits to the customers.
- Maintaining the records of potential customers and keeping them in the pipeline.

Educational Background

Master in Business Administration SZABIST, Islamabad

Bachelor in Business Administration NUML, Islamabad