

# AHSAN BHAM

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## OBJECTIVE

To secure a career in the field of Performance & Compensation, Human Resources at a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the field.



## SKILLS & EXPERTISE

- Able to set expectations and manage conflict.
- Team management skills; Leadership skills; Good analytic and decision-making skills.
- Ability to handle pressure; work under tight deadlines.
- Good communication skills; Good presentation skills; and a fluent public speaker.
- Experienced in task evaluation & division; Exceptional focus, confidence and ability to drive the team.
- Have a professional experience of more than 3 years in the field of Human Resources.

## WORK EXPERIENCE

**Current Employer :** **BankIslami Pakistan Limited**

**Position :** Team Member, Employee Services

**Period of Service :** May 2011 - till date

**Assignments :**

- Processing of Employees' Contract Extensions and Conclusions of Contractual cadre.
- Processing of Employees' Confirmation of Permanent Cadre.
- Send Letter of Verification of Antecedent to all previous employers (Bank & NBFIs) of newly joined staff and maintain an integrated MIS for confirmation of Permanent Employees.
- Replying to Letter of Verification of Antecedents received from employers of our resigned staff.
- Revision and composition of HR Policies and Procedures, Service Level Agreement, Process Flows and IOMs.
- Timely processing of Third-party Payroll and maintaining coordination with 3 vendors.
- Work on Entitlements of Staff Finances (Car, and House Financing) and check eCIB reports.
- Work on claims of Medical Reimbursement (In-Patient) against the limits provided.



**Achievements :**

- Integrated Bio-Metric Attendance Management System at all Branches to maintain correct attendance records in case of Bio-Metric Device is inaccessible.
- Initiated alignment of Functional Designation and Job Positions in HRMS System.
- Develop Branch, Area Office and Head Office Reporting Line based on Positions for development of Application Module of Various HR Processes.
- Revised Complete HR Procedure Manual and Organogram. Worked on HR Operations Process Flows and SLA's with other Departments.
- Improved the Process of Employee Confirmations and Contract Extensions aligned with the Bank's policy.
- Revised and streamlined Bank's Medical (in-Patient) Reimbursement Policy with procedures and necessary requirements.
- Worked on proposal of New Functional Designation to be added to the Head Office Hierarchy to improve customer satisfaction.