

JAHANGIR ALI

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Lahore, Pakistan



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PROFILE

Passionate intellectual with 5+ years of Administration and 3+ Years of HR experience in diverse cultures. Demonstrated track record of successfully developing & managing small to medium projects.

Area of Expertise

> Recruitment > HRIS > Payroll > Leaves & Attendance > Facility Management

EDUCATION

2009 - 2010

National University of Modern Languages (Islamabad)

MBA (HRM)

2006 - 2008

University of Punjab

B.A. (Journalism & Economics)

EXPERIENCE

04.2017 - present

Al Fatah Electronics Retail (Lahore, Pakistan)

HR Executive

- Working with internal team to assist with recruitment process.
- Coordination for new hired staff's orientation & training modules.
- Administering monthly payroll, loans, advances, deductions and maintaining employee records.
- To coordinate performance evaluation program on quarterly basis.
- Counter disciplinary issues, grievances & to deal with transfers & exits.
- To verify attendance, maintain & update leave records on ERP/HRIS.
- Taking care of social security process of the staff.
- To ensure office equipment and environment is functional, clean and fit for purpose.
- Taking care of facilitation & utility bill management.
- Responsible for explaining various policies, sop's and benefits to staff.

03.2014 - 02.2017

Al Shidhani International LLC (Muscat, Oman)

HR & Business Coordinator

- To assist in recruitment and training of F&B and Fashion & Cosmetics Dept. staff.
- To assist in making salaries of F&B and Fashion & Cosmetics Dept. staff.
- To verify attendance, maintain & update leave records on ERP/HRIS.
- To assist PRO to liaison with govt. ministries.
- To assist in company's construction projects & coordinating with contractors, sub-contractors for the scope of work.
- Assisting in administrative works in company and construction projects.
- Coordination in developing upcoming projects for F&B and Fashion & Cosmetics departments.
- Responsible for arrangements of foreign delegations including hotel stay, entertainment, travelling etc.

08.2012 - 10.2013

American Lycetuff School Systems (Lahore, Pakistan)

Admin Coordinator

- Worked on the HRIS software designed for the system to deals with the issues of the branch i.e. (Admissions, Fee Distribution, Withdrawals, Transfer Cases, Staff Bio Data, Salaries, Leaves).
- Deals with the administrative issues of the branch, Coordinated and managed different branch events.
- Recruitment & Training of the branch staff.

INTERNSHIPS

- Internship in WAPDA (HR & Establishment Department) "Jun 2010 - July 2010"
- Internship in World Call Telecom (HR Department) "September 2011 - November 2011"

PROJECTS

- Coordinated in launching Oman's 1st Self Serve Local Frozen Yogurt brand "Cherry & Berry Frozen Yogurt" .
- Coordinated in launching Oman's 1st luxurious cosmetic brand "Orogold Cosmetics".

LANGUAGES

English

Arabic

SKILLS

- ✓ Good Communication - Written & Oral Skills
- ✓ Teamwork
- ✓ Resourceful
- ✓ Ability to Work Under Pressure
- ✓ Time Management
- ✓ Adaptability

SOFTWARE SKILLS

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

PERSONALITY

- ✓ Communicative
 - ✓ Creativity
- ✓ Punctual
 - ✓ Organized