

# Sheraz Ahmad Siddiqui

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## Objective:

To pursue a challenging & career-oriented position in a reputed Organization, which offers immense opportunities based on skills, professional expertise, target achievements and cope to the challenges through dedication and commitment

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## Personal Profile:

An excellent communicator, confident in dealing with people from all walks of life. Ambitious and focused whilst appreciating the need to remain flexible

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## Work Experience:

### **Developers Incorporate (Devsinc)**

Assistant Manager HR

(Mar 2021 – Present)

- Interview the candidates for Technical and Non-Technical position
- Orientation of the New joiners and briefly describe the values, vision, culture and policies of the company
- Resolve complex employee relation issues
- Work closely with management and employees to improve work relationship
- Conducted annual performance review meeting of employees
- Manage leaves, attendance and extra working hour & days data for payroll processing
- Manage employees medical related issues IPD and OPD both
- Conducted salary surveys to check the market trend and position wise salaries
- Working on compensation and benefits for employees
- Working on employee learning and employee retention programs
- Work with Senior Manager HR and Director HR to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Assist Senior Manager HR in formulating organizational policies
- Regularly meet with employees for progress reviews and assessments

### **Ahead Brands (BeechTree / PepperLand)**

Sr. Executive HR (Generalist Role)

(Aug 2020 – Mar 2021)

- Screening the resumes and Interview the candidates
- Manage orientation program for employee to familiarize with organizational culture
- New employee documentation
- Proper maintenance of employee files, and forms management
- Escalating New joiner and Exit employee email
- Managing EOBI e-portal and working on addition and deletion of employee on the e-portal
- Managing PESSI e-portal by providing data and generating payment voucher on monthly basis
- Attendance and Leave Management and providing data for payroll processing
- Employee exit interview and prepare release agreement

- Prepare employee final settlements
- Define Company's structure and updating organograms accordingly
- Assist Head HR in formulating organizational policies
- Working on Organizational Development and floors plan
- Define Company's structure and updating organograms accordingly
- Work with HR Manager to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Process new hires, terminations, transfers, promotions, leave of absence and existing employee changes related to payroll
- Foster cross-functional relationships and ensure managers and employees are properly connected
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues

### **Future Now Technologies Pvt. Ltd**

Sr. HR Executive

(Nov 2017 – May 2020)

- Job posting on different portals
- Screening the resumes and Interview the candidates for Technical and Non-Technical position
- Manage orientation program for employee to familiarize with organizational culture
- New employee documentation
- Proper maintenance of employee files, and forms management
- Escalating New joiner and Exit employee email
- Managing all the matters related to compensation and benefits EOBI and Social Security
- Managing EOBI e-portal and working on addition and deletion of employee on the e-portal
- Managing PESSI e-portal by providing data and generating payment voucher on monthly basis
- Handling employee Medical related issues OPD and IPD both
- Attendance and Leave Management and providing data for payroll processing
- Employee exit interview and prepare release agreement
- Prepare employee final settlements
- Assist Head HR in performance appraisal process on annual basis
- Working on Organizational Development
- Design HR related Forms for paper less and go green plan
- Define Company's structure
- Assist Head HR in Human Resource Planning
- Assist Head HR in formulating organizational policies
- Prepare and update JD's and employee handbook on quarterly basis
- Assist Head HR in Training sessions for employees
- Drafting Letters (offer letter, confirmation letter, warning letter, etc)
- Employee Relations and Grievance handling
- Develop and implement employee engagement and retention programs

### **Ghazi Fabrics Int. Ltd (Ghazi Textile)**

Sr. HR Executive

(Feb 2016 – Nov 2017)

- Design job ads and administer job postings on different portals

- Screening the resume and Interview the new candidates
- Manage orientation program for employee to the organizational culture
- New employee paperwork
- Proper maintenance of employee files, and forms management
- Prepare recruitment report on monthly basis
- Recruitment analysis on monthly basis
- Prepare Addition & Deletion report on monthly basis
- Adding data of newly inducted employee on EOBI
- Employee exit interview and prepare final settlements
- Conducting Training sessions
- Formulate and record training material, and related data
- Prepare reports regarding training activities carried out throughout the month
- Working on Organizational Development
- Define Company's structure and updating organograms accordingly
- Assist Head HR in Human Resource Planning
- Formulate organizational policies and prepare job descriptions
- Drafting Letters (offering letter, confirmation letter, transfer letter, etc)
- Employee Relations and Grievance handling

### **Master Group of Industries (Maker of Master Molty Foam)**

HR Officer

(Feb 2015 – Feb 2016)

- Design job ads and administer job postings on different portals
- Screening the resume of technical and non-technical positions
- Interview the new candidates
- Manage orientation program for employee to the organizational culture
- Proper maintenance of employee files, and forms management.
- New employee paperwork, use of a payroll management database, and report generation
- Employee benefits management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues
- Prepare report of fuel and mobile usage on monthly basis
- Maintain employee Leave record on monthly basis
- Prepare salary reports for monthly reporting
- Conducting training sessions
- Assists in coordinating Training programs for senior Management in conjunction with Learning and Development to enable efficient and effective operations of Learning & Development
- Prepares PowerPoint training sessions as necessary for corporate training initiatives
- Prepare materials for training functions
- Prepare reports regarding training activities carried out throughout the month
- Provide assistance in Organizational Development
- Prepare and update department wise organograms
- Assist in updating and preparation of JD's and employee handbook

### **Adil Trading Company (ATC)**

HR Officer

(May 2013 – Dec 2014)

### **TRG (The Resource Group)**

Financial Banking Officer (For JS Bank) Customer service department

## Education/Qualifications:

Level / Degree	Institute
BBA(Hons) / MHRM	University of Management & Technology (UMT)
Intermediate in Computer Science (ICS)	Govt. Islamia College Civil Lines, Lahore
Matriculation	Cathedral School, Lahore

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## Competences and Skills:

- Microsoft Office (Word, Excel, Power Point)
- Data Analysis

## Achievements:

- Student of the year award in (2004)
- Best Cricket player award in (2004)

## Co-Curricular Activities:

- Playing cricket, Basketball and Table tennis
  - Socializing
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