

Sobia Tabbasum

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CAREER STATEMENT

Seeking a position where I can take a leap of faith, shed my comfort zone and put myself in the most challenging position to accomplish myself as a professional, using my technical knowledge and interpersonal skills.

PROFESSIONAL EXPERIENCE

THE MONAL GROUP

Mar'23 - To Date

HR Executive:

I'm a Results-driven HR professional with a proven track record of optimizing talent acquisition processes to attract top-tier candidates. Skilled in fostering a positive organizational culture through effective employee relations strategies. Proficient in payroll management and well-versed in governmental laws and regulations, ensuring compliance and mitigating risks. Committed to staying abreast of industry trends and best practices to drive continuous improvement in HR operations.

- Responsible for preparing the monthly payroll data, including edit the newcomers, the final settlement for resigned employees, any deductions or compensation.
- Prepare monthly payroll & issue pay slips
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, promotions, Responsible for reviewing the absence cases & take the required disciplinary action upon company policy
- Responsible for posting the allowances and penalties
- Assist in Hiring and termination process and Salaries Transactions.
- Conduct payroll audits and balances to ensure accuracy.
- Track employees' absences (regular / irregular), and send legal warnings accordingly.
- Assist into keeping employees hiring documents completed.
- Responsible for blue collar recruitment including sourcing, interviewing, Hiring, getting approvals & follow up on probation period, synchronize with direct manager accordingly
- Assist into Monitoring and updating the existing compensation and benefits policies, guidelines and procedures, developing employee's benefits (cash & Non-cash benefits).
- Managing the warning levels and the social insurance system
- Administer personnel procedures in accordance with employee agreements including new hires.
- Manage & update employee's files.
- Handle all the medical insurance issues (monthly chronic cases, approvals, complaints, refunds, Emergency Funds....)
- Develop and prepare HR monthly reports.
- Generating monthly salaries and medical reports.
- Monitoring employee performance.
- Maintain all staff's personal and leave Record. Prepare food allowance report.
- Developing SOPs and HR Policies as per requirement of the organization

RESEARCH COORDINATOR:

- As a research coordinator, I facilitate and oversee various aspects of research projects, ensuring efficient communication among team members, managing data collection processes, and maintaining organizational workflows within the office environment.
- Team Communication.
- Handle Data.
- Follow the Rules.
- Keep Records.
- Check Quality.
- Admin Tasks.
- Solve Problem.
- Any other duties as directed by the manager.
- Answering phone calls

EDUCATION

- Allama Iqbal Open University, Islamabad
Economics || MPhil ||
- Allama Iqbal Open University, Islamabad
Master of Economics || MSC ||
- University of Punjab, Lahore
Master of Gender Studies || MSC ||

SKILLS

- System Management
- Compensation & Benefits
- Learning & Development
- Employee Relationship

Interpersonal Skills

Leadership, Team worker and Good Communication skills

ACHIEVEMENTS

- 3 Month Computer Course.
- 2 Month Internship IN STRENGTHENING PARTICIPATORY ORGANIZATION.
- 3 Month Graphic Designing Course.