

Haris Qamar

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CAREER OBJECTIVE

To work in a reputed and progressive organization offering congenial work environment and opportunities for career development.

EXPERIENCE

- *Osaka Lighting (1st Oct, 2018 – 29th April, 2019)*
HR Business Lead

RESPONSIBILITIES

- ✓ Responsible to establish HR Department of Osaka Lighting B2B Unit.
- ✓ Responsible to design and implement HR Policies and procedures.
- ✓ Responsible for end-to-end recruitment and selection of B2B Unit.
- ✓ Handle all the activities related to the employees' Joining.
- ✓ Ensure that the orientation programs are interactive and informative so that all new employees have a good understanding of the organization, business, and other functions, code of conduct, HR policies and processes, core values and cultural elements.
- ✓ Processing of confirmation advices and issuance of confirmation letter.
- ✓ Ensure timely issuance of all kinds of HR Letters to employees.
- ✓ Responsible for properly maintaining and Keep all HR related files and records updated for smooth operations of the department.
- ✓ Maintenance of the leave record on a regular basis through Time Trax system.
- ✓ Process Monthly Payroll through Time Trax System.
- ✓ Disbursement of monthly salaries and issuance of salary slips
- ✓ Maintenance of time Trax system and Sharing of time Trax reports timely with departmental heads.
- ✓ Process Monthly employee's Mobile SIM bills payment & SIM issuance, activation, blocking & up gradation.
- ✓ Responsible to process Employees' Air/Train ticket & lodging arrangement and other expenses.
- ✓ Manage loan and advance Payments.
- ✓ Prepare and process full & final settlement of leaving employees.
- ✓ Responsible to process PSO commercial cards (new card, change limit, block/activation of card, payment) for company vehicles.
- ✓ Responsible for process Employee Cards, Employee Visiting Card and Employee Health and insurance card.
- ✓ Deal with Insurance companies for health and life insurance matters i.e. inclusion and deletion of members, cards preparation, health insurance cases and death cases claims and timely renewal.

- *Traffic Online (8th Dec, 2013 – 12th Dec, 2016)*
HR Executive

RESPONSIBILITIES

- ✓ Responsible for end to end recruitment of PK Office including vacancy announcements by using job portals, initial screening of CVs, sourcing applicants fit for the position, short listing candidates for interviews, preparing Offer & Appointment letter of the selected applicants
- ✓ Prepare expense sheet & monthly analysis sheet
- ✓ Prepare and update cheque details to vendors & staff
- ✓ Attract candidates through different recruitment methods to collect resumes
- ✓ Process confirmation and other letters of new joiners per company policy (experience, recommendation, bank letters)
- ✓ Assist Line Manager in payroll preparation by providing relevant data (salary slips, overtime record)
- ✓ Handle all activities related to leave and attendance record, preparation of weekly and monthly Time Management Report
- ✓ Handle all the activities related to the employees' Joining & separation.
- ✓ Conduct exit interviews in collaboration with the HR Manager
- ✓ Maintain Personal Files of new joiners
- ✓ Compile and update employee records
- ✓ Responsible for staff Health & Life Insurance processes
- ✓ Proceed PRCS and R Foam
- ✓ Process Employee Visas and Tickets with Collaboration of travel Agent

- *Atta Public School (4th Feb, 2013 – 7th Dec, 2013)*
English Teacher

RESPONSIBILITIES

- ✓ Mentor and assess students, devise course curriculum and concepts
- ✓ Attend Parents Teacher Meeting, Communicate progress reports
- ✓ Conduct monthly tests, annual and semi-annual examination
- ✓ Guide Students in their academic issue

EDUCATION

- ✓ Masters in Human Resource Management from University of Karachi in 2018.
- ✓ Cleared B.Com from University of Karachi in 2012.
- ✓ Cleared Intermediate from Pakistan Ship Owners Govt. College in 2009.
- ✓ Cleared Matriculation from S.M Public Academy in 2007.

ADDITIONAL CERTIFICATIONS

- ✓ Certificate of Human Resource Professional (CHRP) from PIQC in 2015.

KEY KNOWLEDGE

- ✓ Recruitment & Selection
- ✓ Attendance Management
- ✓ Core HR Operations

REFERENCE

Will furnish upon request!