

MUHAMMAD SALMAN

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Career Objective

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

Professional Qualification

- ✦ MBA - HRM from PIMSAT (2012) GPA (3.4)

Academic

- ✦ B.Com from St. Patrick's Govt. college
- ✦ I.Com from St. Patrick's Govt. college
- ✦ Matric in Science from BSEK

Employment History

WORLDCALL TELECOM LIMITED – An Omantel Company

Present working as **HR Executive – HR & OD Operations South** from December 2007 to Date.



Responsibilities

- ✦ **Reporting** to Manager Recruitment & Director HR & OD.
- ✦ **Recruitment & Placement** to do interviews upto Executive Levels from inside and outside candidates their CVs, are received by company website, walk-ins, referrals, social networking, and employment agencies.
- ✦ **Employee testing and selections** to conduct pre-hiring aptitude test, cognitive & physical ability test to find out right candidate for the right job and pay plan and other benefits.
- ✦ To monitor the new joining process, appointment letters, documentation, verify degrees and sending verification letters.
- ✦ **Do Jobs analysis** to conduct interviews and observations to create jobs description, specification, enrichment, enlargement and rotation with the help of line managers.
- ✦ **Training and Development** Internship Programs, Training Schedule according to training needs, Orientation, HR manual, Retention, motivation and on job training.
- ✦ HR functions, data, reports and practices Audit on Quarterly basis.
- ✦ **Performance Management & Appraisal** to maintain jobs cards, graphic rating scale, sales targets, and behavior rating scale by customer feedback, CRM, appraisal system are integrated with employee portal and every employee having access to view their appraisal.
- ✦ **Pay Plan** to maintain pay scale as per company approved grading system, commission, increment, bonuses, promotions, recognition award.
- ✦ **Compensation & Benefits** to administer monthly 900 HR Payroll of WTL (BB/WLL/WSL and Other Out Source Companies) and Overtime calculation & other incentive.
- ✦ Monitoring Employees Personal Records, HRIS, Probation Reports, Contractual staff and ID cards, business cards, laptop, cell phone, fuel cards, Sims and bike or car.
- ✦ Monitoring expense claims of OPD, Fuel, Transportation, accommodation and dine etc.
- ✦ Monitoring payments of EOBI, SESSI, and Education CESS on monthly & yearly basis.
- ✦ **Employee Relations** day to day handle the queries, grievances & educate the company policies, procedure and code of conduct to every individual (open door policy).
- ✦ Monitoring the attendance and leaves by (Employee Portal) to take disciplinary action according to the labour laws against absentee, late comers, early goers and if any violation take place to conduct inquiry and issue warning letters, show cause and termination letters respectively.

- ✦ **Employee Engagement** to arrange group activities in departments like (Sports, Food, Picnic and Trip).
- ✦ **Employee Safety and Health** to process OPD and IPD and Life Insurance (Claims) Cases.
- ✦ **Employee Separations** to circulate email of leavers and process clearance sheet to make final settlements on HRIS and conducting exit interviews and ensure smooth execution of the settlement process.

Achievements

Analyze the Attendance, Leave & OPD Claims system for making employee portal with support of Software team as well as HRIS system and trained to group of employees to use it friendly.

Skills

- ✦ Strong interpersonal skills
- ✦ Analytical Skills
- ✦ People management skills
- ✦ Office 2016, HRIS and Employee Portal

LAL QILA RESTAURANT - KARACHI

Worked as an **Admin & Accounts Officer** from August 2002 to December 2007.



Responsibilities

- ✦ Assist to Director in proposal making for various requirements.
- ✦ Looking after accounting operations, especially the verification and signing of payroll and cash disbursements, recording of liabilities and payments to vendors.
- ✦ Handling Customer Complaints Effectively and Efficiently.
- ✦ Responsible to ensure the administrative procedures implementation in office premises.
- ✦ Supervise the Renovation, development and maintenance work of office premises.
- ✦ Arrange Seminars. Trainings and meetings.
- ✦ Handling of **"VIPS"** During Operation Hours.

Training & Certification

- ✦ 01 Year Diploma in **Ms-Office**, Graphics, Hardware Configuration of all system and net working utilities From **"Institute Of Computer Universe"**
- ✦ Certification **ISO 9001-2000 CIA** (Certified Internal Auditor) from TUV.
- ✦ **HACCP** (Hazard Analysis Critical Control Point) 3 Days workshop in Collaboration with TUV.
- ✦ Completed a training workshop of **"Managing the Boss"** in Collaboration of Institute of Bankers of Pakistan
- ✦ Completed a training of **"Time Management"** 7 Days workshop Venue in Lal Qila Restaurant course leader (Mr. Faisal Khursheed Japanwala)
- ✦ Done **English Language Course** form Pakistan American Culture Centre (**PACC**) FJR Centre, Karachi.

Personal Information

FATHERS NAME	: Mohammad Khalid.
DATE OF BIRTH	: October 31, 1978
DOMICILE	: Karachi
RELIGION	: Islam
MARITAL STATUS	: Married
REFERENCES	: Could be furnished upon Request