**Jonathan Fernandes**

Flat No.8, Mehran Classics, Mc’Neil Road, FT-2/12, Frere Town, Karachi – 75600

Contact: Cell: +92 346-3511160; Res: +92-21-35661418; E-mail [jonathanfernandes619@yahoo.com](mailto:jonathanfernandes619@yahoo.com)

Date of Birth: 09 January 1994 - <https://www.linkedin.com/in/jonathan-fernandes-49253a109/>

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| **Introduction:** |

Confident individual with a passion to lead and grow professionally. Fast learner, dedicated, energetic and who has the ability to perform different Individual / Team tasks with good quality on tight timelines. Acquire an excellent experience working in the area of expertise for more than two years including international exposure at Kempinski Hotel, Soma Bay, Egypt.

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| **Objective:** |

I am looking for a position, which offers me the opportunity to develop new skills and broaden my experience. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

**AREAS OF EXPERTISE**

* Human Resources - Talent Acquisition
* Payroll / Benefits Administration - Employee Relations
* Performance Evaluation - Performance Management
* SAP HCM - HRIS

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| **Work Experience:** |

**Bikiya industires   
HR Officer (Generalist) – August 2018 to Present**

* Support the development and implementation of HR initiatives and systems
* Payroll Processing, Leaves & Attendance Management, Loan & Advances, Update employees, on ***SAP Business One*** *–* Integrated with ***HRMS***
* Managing Talent Acquisition and Recruitment & Selection process (Manpower planning to final hiring).
* Actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
* Develop training and development programs
* Assist in performance management processes
* Support the management of disciplinary and grievance issues
* Conduct Job Analysis exercises, write Job Description & Job Specifications of various positions.
* Proper implementation of HR policies & procedures and ensuring all policies are compliance with country labor laws; Coordination with the legal department.
* Verify labors attendance & Over Time, handling their grievances and resolve their administratively issues.
* Maintenance of Leave Records, Overtime & Deductions etc. for salary preparations. (*SAP Business One*)
* Schedule and carryout Orientation & On-boarding procedures
* Initiate Probationers Assessment Plan and follow-up for their confirmations.
* Maintain employee records according to SoPs and legal requirements

**SINA HEALTH, EDUCATION & WELFARE TRUST**

**Management Trainee – H.R February 2018 – July 2018**

* Export and screen resumes received from email (jobs ID) for various positions & share them with the relevant line managers
* Maintain CV bank (by saving the relevant CVs in the folder position and department wise)
* Generating Employee Master File
* Conduct telephonic screening of the shortlisted applicants by the line manager
* Ensure that the line manager has complete paperwork (CV and interview evaluation form) prior candidate
* Checking line managers’ availability/calendar before scheduling
* Scheduling interviews for all management positions
* Follow up with the line managers, to inquire about the status of the position etc
* Placing offers to the final shortlisted candidate
* Ensure that the interview panel is followed before placing the offer to the final candidate
* Conduct reference check (where necessary)
* Assist in conducting interview for junior level positions
* Track recruitment sheet for analysis on how many number of positions filled, vacancies, time to hire
* Assist HR Head in implementation of the organization's HR Processes, Personal File Management
* Giving overview of the organization; introduce new joiners to the HR policies
* Preparation of Appointment, Contract, Transfer, Increment, Promotion, Experience Letters
* Conducted presentation: Orientation, performance appraisal guidelines

**KEMPINSKI HOTEL SOMA BAY - egypt**

**Management Trainee – October 2017 to December 2017**

During my stay at Kempinski, I was assigned projects to prepare a Concierge Activity Guide and conduct SWOT Analysis of Renovation of Club & Spa. The presentation given by me was highly appreciated by the Management. In addition, I was deputed at the Front Desk as a Front Desk Officer, which provided me an exposure to interact with different people from around the world.

**oRBIS INTERNATIONAL**

**Admin Assistant - October 2013 to December 2015.**

Handled multifaceted tasks (e.g. data entry, filing, records management and billing), Coordinated travel arrangements, maintained database and ensured the delivery of premium service to clients. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

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| **Education:** |

* MBA(HR) - 2019 (Awaiting Results)  
   SZABIST, Karachi
* BACHELOR OF COMMERCE - 2011-2014

Govt. College of Commerce & Economics (Morning) – Karachi

* INTERMEDIATE 2009-2011

DA Degree College for Men, Karachi

* MATRICULATION 1999-2009

St. Paul’s English High School, Karachi

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| **Professional Education:** |

* ACCA – Cleared F1-F6

SKANS School of Accounting

* HIGHER DIPLOMA IN ACCOUNTING (Scottish Qualification Authority) - 2013

SKANS School of Accounting

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| **Key Skills / Competencies:** |

* Recruit candidates using multiple channels, head-hunt, post jobs
* Strong interpersonal, communication, presentation, negotiation and skills.
* Possess great interview, payroll, decision-making, problem solving, leadership, and counselling skills.
* Capability to work under high-pressure and able to meet tight schedules and deadlines.
* Punctual, enthusiastic, team player and hardworking with the ability to learn at a fast pace.
* Advance knowledge of Office 365, Excel, Word, Power Point, Outlook
* Advanced Level skills in SAP HCM
* Fluent in English, Urdu and German Basic

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| **Extra Curricular Activities / Hobbies:** |

* Playing Football, Cricket, Swimming, Travelling.
* Freelance Photographer

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| **References** |

* Will be provided on request