***Personal Statement***

I want to explore the apex of professionalism with the master blend of intellectual knowledge and technical experience. I have the ability to learn and adapt quickly according to the changing circumstances. I love challenges and can handle them under pressure. I can work effectively either on my own or as a part of the team.

***Professional Statement***

# I want to become part of your prestigious organization where I can apply my knowledge and exert my expertise to enhance the image and goodwill of the organization. Besides this, I also want to satisfy my instincts for professional and career development to build and nurture long lasting employee and employer relationship.

***Academic Qualification***

2010  **MBA (HR) Human Resources.**

DadaBhoy Institute of Higher Education.

2008  **Bachelors in. Commerce**

The University o f Karachi.

2002  **Intermediate in Commerce**

The University of Karachi.

***Professional Experience***

**October 2017-Till Present. FAAS PHARMACEUTICALS (PVT.) LTD.**

Assistant Manager HR (Human Resources)

**September 2013 – October 2017.** **THE CITY SCHOOL (O & A LEVELS.)**

Admin & HR Officer.

**September 2011 – October 2013** **SJ & G FAZAL-ELLAHIE (PVT.) LTD.**

Assistant to General Manager.

**September 2010 – APRIL 2011** **MAZCO INDUSTRIES (PVT.) LTD.**

Accounts Officer.

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**MR. TAHIR SIDDIQUI**

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## D.O.B

## 3rd JAN 1983.

Address

House # 1-C Road # 10 Ali Garh Colony.

Mobile#

0313-2205873

Email

[tahirsiddiqui83@hotmail.com](mailto:tahirsiddiqui83@hotmail.com)

Religion

Islam.

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***Job Responsibilites at FAAS Pharmaceuticals (Pvt.) Ltd.***

1. **HR Operations / Compensation & Benefits:**

* Played a major role in the formulation and execution of Annual Man Power Planning in close coordination with Functional Heads and Management.
* To prepare the HR Budget on monthly & quarterly basis.
* To prepare the Minutes of meeting (department wise) for daily /weekly /monthly basis and report to the Management.
* Payroll Management of Head Office, Factory Employees and Field Force including their taxation, HR Compliance on monthly basis.
* Introduced and implemented various HR Formats/Forms/Dashboards company wide to assure standardization of HR processes as per Corporate Identity Guidelines.
* Ensured all personnel files were up-to-date by initiating and devise a comprehensive review / HR Audit plan.
* Ensure availability of employee updated information on portal.
* Supervise timely execution of employee confirmations, promotions, Transfers as per LOA.
* Supervising and ensuring timely processing of full & final settlements of all parting employees.
* Keep track of HR operational activities.
* Compensation and Benefits management of overall employees.
* New Benefits /Allowances and grading Structure, Organ gram and enhancing the existing one.
* Employee Separations, Full and Final Settlements Laid off, and Employee Retention Schemes.
* Have being involved in HR audits for ISO certifications.
* Job Descriptions.
* HR Policies.
* Standard Operating Procedures (SOP’s).
* Disciplinary Action (Conduct Inquiry, Show Cause letter, Warning letter, etc)
* Vendor Management.
* Verification of Employee from previous employer
* Loan and advance Management for employees.
* Performance Appraisal (Key Performance Indicator’s -  KPI’s). Individual and Department wise Reports.

1. **Talent Management**:

* Developed and designed activities through various compliance reports.
* Draft announcements related to new hiring, amendments in policies and procedures of the
* company.
* Develop and map out all the HR operational processes along with team to ensure that the protocols are available to follow by the team.
* New Hire Orientation Program Toolkit to ensure effective induction & briefing of Company policies.
* Overseeing smooth implementation of HR policies for recruitment of new and key area positions, successful induction and orientation of new employees.

**3.**      **Performance Management:**

* Successfully launched and handled the administration of company-wide Performance Management Plan,
* Including periodic performance reviews and appraisals for all employees’ categories.
* Evaluated and ensured the alignment of recommended promotions with the approved criteria and internal equity.

   4.  **Training and Development:**

* Coordinating activities for upcoming trainings, workshops, seminars and conferences and development of
* Annual Training Calendar for up-gradation of peoples’ soft and technical skills, also prepare training feedback from pre and post Training evaluation process.
* **5.**      **Organizational Change and Management**:  
  Providing ongoing support to line management and staff in Employees.  
  Introduced various HR initiatives to improve Employee Engagement levels across the organization resulting in enhanced image of HR Department.

**Admin Responsibilities:**

* Managing office equipments & Inventory. Interacting, negotiating & with all outsiders HR Providers, IT Provider companies and Tender Companies.
* Manage office supplies stock and place orders, Oversee Labor for performing their duties.
* Maintenance of records for correspondence documents (e.g. letters, emails and packages).
* Arrangements of field force / office staff travelling and accommodation in consultation with departmental head.
* Schedule in-house and external events in consultation with Management
* Organize and supervise other office activities (etc, Oversee renovations & repairs, oversee other office events.)
* Receiving, referring and clearing visitors through security.
* Opening, sorting, distributing and preparing (shipping requests, UPS), mail.
* Deal with all Courier Services & track of their payments.
* Deal with Canteen Contractor & schedule meals in consultation with management
* Security Issues including overseeing Security Guards, CCTV, Phoenix, PABX System. Maintain Gate Pass Record.
* Maintenance of Attendance & Leave Record of Employees

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**From September 2013 till June 2015** the City School Pvt. Ltd., A Level North Nazimabad as a School Admin/HR Officer.

**From June 2015 till October 2017** the City School Pvt. Ltd., PECHS Senior Girls O

Level & PECHS Girls Campus class 5 to 11(O level) as a School Admin/HR Officer.

* Making job description of employees
* Hiring Process, settlement, KPI and appraisals of employees.
* Perform a variety of clerical activities, including preparing routine correspondence, sorting and filing of records, documents, mail and other material.
* Maintain attendance, absence and tardy tracking; enter information into a proprietary student information system; generate lists, rosters and reports as needed.
* Enroll, add, transfer, or drop students according to established procedures; create student cumulative folders; verify residency and immunization information.
* health office as needed; provide basic first aid to ill or injured students, and make appropriate notifications to parents or guardians. Answer phones, greet and direct visitors, take and relay messages; provide routine information to students, parents or guardians. Operate a variety of contemporary office equipment.
* Inventory, order and distribute office and classroom supplies as needed.
* Receive and account for monies from fund-raising or other school activities. Assist in supervising students sent to the office for disciplinary or other reasons.
* Assist parents or guardians with free & reduced lunch applications. Use a computer and proprietary or mass market software programs like MS Office to enter, retrieve or archive information.
* Perform related duties as assigned. Maintain punctual and consistent attendance.

***Area of Interests***

* Content Writing & Article writing
* Research and Development.

***Computer Skills***

## MS Office (MS Word, MS Power Point, MS Excel, MS Outlook).

## Internet Surfing.

***Interpersonal Skills***

* Proficient in Communication, and Analytical skills, Time Management.
* Friendly, Fervent, Aspiring, and Open-minded
* Relationship Building Skills
* Professional Attitude and Team Spirit
* Ability to Work Under Pressure
* Creative with Aesthetic Skills
* Strong analytical and interpersonal skills.

***References***

Reference will be furnished On Request.