

KOMAL

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Date of Birth: July 02, 1992

Address: MACHS, near Shahrah-e-Faisal, Karachi



OBJECTIVE

An HR professional, with hands-on experience in managing multi-level HR practices with concentrated experience in areas of employee relations, HR operations, staff loans & benefits, talent acquisition, implementation of system related modules and various other areas under the broad umbrella of human resource management.

WORK EXPERIENCE

SAMBA BANK LIMITED

HR & TRAINING GROUP

✚ **Manager Rewards & HR Operations**

July 2024 till Date

✚ Manager - Employee Benefits

January 2024 till June 2024

✚ Assistant Manager – Benefits

September 2020 till 2023

✚ Assistant Manager / Employee Relations & HR Operations

January 2019 to August 2020

✚ Officer - Employee Relations

September 2017 to December 2018

Job Overview:

Have overall expertise of working in different HR functions i.e. employee relations, HR operations and rewards & benefits

Assignments worked on:

- Staff Finance (sanctions & disbursements) – managing the staff loan portfolio (personal, car, car monetization & house loan) in line with the bank's policies & procedures along with calculation of DBR and related formalities
- Reward Management under the bank's ER&R (Employee Reward & Recognition) program – evaluation & consolidation of bank-wide performances through nominations received & rewarding those performances in accordance with the ER&R program
- Managing the bank's Group health insurance & simultaneous data maintenance on HRMS
- Managing activities related to employee separation from coordination of exit formalities to preparation & issuance of acceptance of resignation letters
- Management & handling of disciplinary cases/investigations & grievance handling
- Due Diligence (All Employee Information)
- Verification of antecedents of exited staff
- Coordination & management of HR KRIs
- Business Recovery Coordinator for departmental BCM (Business Continuity Management)
- Leave Management on ESS Portal
- Inputter for financial entries relating to staff loans in core banking system (T-24)
- Management of employee relations matters - disciplinary & grievances

CREATIVE CHAOS

Intern, Talent Acquisition – Human Resources

December 2016 to January 2017

Assignments entailed all operations in the ambit of Talent Acquisition

SAMBA BANK LIMITED

Intern, Human Resources & Training Group

December 2015 to March 2016

Assignments comprised of overall HR Operations and Recruitment & Training functions

ACADEMIC HONORS / ACCOMPLISHMENTS

| Institute | Description | Year |
|--------------------------------------|--|--------------|
| Institute of Business and Technology | Silver Medalist in BBA | 2015 |
| | Achieved Third Position in Spring Semester | 2014 |
| | Organized and Managed Arabic Cultural Display | 2014 |
| | Organizing Member of Fun Gala | 2014 |
| Aga Khan Higher Secondary School | Head Coordinator of Commerce Society | 2010 |
| | Organized seminar on Career Counseling by LOOSE ends Pakistan | 2010 |
| | Remained an active volunteer for Library Society | 2009 |
| | Organized seminar on Media World | 2009 |
| Hampton School | Remained a consistent volunteer at Karavan (Initiatives for Cultural and Social Empowerment) | 2004 to 2008 |
| | Remained a consistent participant in various projects at The Hampton School involving welfare and creative works | 2004 to 2008 |

EDUCATION

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

Year: 2015

Majors in Human Resource Management

Graduated from Institute of Business and Technology (IBT), Karachi

CGPA: 3.88

Electives: Recruitment & Selection, Performance Management, Compensation Management and Talent Management & Succession Planning

INTERMEDIATE

Year: 2010

Commerce - Aga Khan Higher Secondary School, Karachi

Percentage: 73.36 - Grade: A

MATRICULATION

Year: 2008

Science - The Hampton School, Karachi

Percentage: 72.35 - Grade: A

SKILLS / ABILITIES

- Interpersonal and communication skills
- Proficiency in MS Word, MS Power Point & MS Excel
- Excellent English writing skills
- Adaptable to the dynamic environment of the workplace
- Good understanding of basic work ethics
- Effective people management skills