



HASEEB ALEEM

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PROFESSIONAL SUMMARY

Dedicated HR professional with over around 5 years of experience in HR operations, talent acquisition, payroll management, and employee relations. Adept at managing end-to-end recruitment processes, streamlining payroll systems, and ensuring compliance with company policies. Proven ability to develop HR policies, enhance organizational efficiency, and foster a positive work environment. Proficient in SAP, TimeTrax, and HRMS with strong problem-solving and stakeholder management skills.

CORE COMPETENCIES

- Talent Acquisition & Onboarding
- Payroll & Attendance Management
- Employee Benefits Administration
- HR Documentation & Compliance
- Policy Development & Organizational Structuring
- Labor Relations & Conflict Resolution
- SAP, TimeTrax & ERP Proficiency
- Cross-functional Collaboration

PROFESSIONAL EXPERIENCE

Assistant Manager HR

HAAMEEM PVT LTD Karachi

Nov 2024 – Present

- Manage the full-cycle recruitment process, from sourcing and interviewing candidates to onboarding, ensuring the recruitment strategy aligns with organizational goals and objectives while promoting a diverse and inclusive workforce.
- Oversee payroll processes, ensuring timely and accurate disbursements, including deductions for late arrivals, overtime, and benefits, while maintaining compliance with all relevant regulations and company policies.
- Administer employee medical benefits, including managing claims, and reimbursements, and addressing any medical-related issues or concerns, ensuring employees have access to the necessary resources and support.
- Develop, maintain, and update HR documentation, policies, and procedures, enhancing accessibility, improving internal processes, and ensuring consistency in handling employee-related matters across the organization.
- Oversee operational support functions, including employee portals, fuel card management, and other related services, ensuring seamless and efficient access to necessary resources for employees.
- Design, implement, and update HR policies and procedures, leading discussions and collaborating with key stakeholders to ensure that policies are in line with current legal requirements and organizational needs.
- Create and maintain organizational charts (organograms) for all departments, ensuring clear and accurate reporting structures and facilitating effective communication within the organization.
- Managed communication with PSO Sales Officers, resolved portal queries, and oversaw the allocation of new corporate cards. Handling all aspects of the PSO portal except initiator access

HR Representative

Blessing Enterprises – Third-Party Vendor for Colgate Palmolive Pvt Ltd Hyderabad.

Mar 2024 – Oct 2024

- Oversee the full and final process for employee separations, ensuring accurate records and compliance.
- Report to Heads of Departments (HODs) with comprehensive updates and address concerns promptly.
- Manage labor relations, handling conflict resolution and legal compliance.
- Supervise office staff, including timekeepers, fostering a collaborative environment.
- Ensure legal compliance for issuing notices to casual labor.
- Lead employee inquiries and investigations with impartiality.
- Diligently address responsibilities, demonstrating commitment to goals and employee welfare.
- Maintain composure in staff management, resolving issues effectively.
- Deactivate separated employees in the Time Management System (TMS).
- Ensure consistent follow-ups with the Accounts Department.
- Prepare data sheets for TMS and Accounts Department to support decisions.
- Implement strategies to improve labor relations and performance.
- Coordinate with external agencies, representing the organization professionally.
- Develop a system for tracking labor data to drive improvements.
- Promote a culture of respect, integrity, and excellence.
- Managing all cash payments for salaries and disbursements with precision and efficiency.
- Responsible for overseeing all aspects of the full and final settlement of casual labor.
- Issuing show cause notices and managing inquiries related to misconduct within the company.

HR Executive

ACT Polyols (Pvt.) Ltd. (Candyland & Tapal Group of Companies), Nooriabad

Sep 2022 – Mar 2024

Job Responsibilities

- Led the recruitment process, including candidate sourcing, screening, conducting interviews, and managing onboarding programs to ensure a seamless transition for new hires.
- Enhanced operational efficiency by gathering feedback and implementing targeted training initiatives aimed at process improvement.
- Managed payroll operations, including oversight of EOBI, SESSI, and health insurance, ensuring accurate and timely benefits administration.
- Ensured strict adherence to legal requirements and company policies, fostering a compliant and ethical work environment.
- Utilized SAP to track employee attendance and shifts, resolving discrepancies promptly to maintain accurate records.
- Generated detailed reports and conducted staff training sessions on SAP systems, ensuring proficient usage across the team.
- Maintained accurate and up-to-date HR records, streamlining HR processes for improved efficiency and compliance.
- Standardized HR documentation, ensuring consistent practices and alignment with regulatory and organizational standard

HR Officer

Servis Long March Tyres Pvt. Ltd., Nooriabad

Mar 2022 – Sep 2022

- Managed employee attendance and payroll using TimeTrax software, ensuring precise record-keeping and full compliance with company policies and applicable labor laws.
- Coordinated labor schedules, resolved scheduling conflicts, and facilitated effective communication to optimize operational efficiency and workflow.
- Oversaw vendor relationships, ensuring the timely and accurate processing of employee payments while maintaining high standards of vendor performance and service quality.

HR Officer

Pinnacle Fiber Ltd., Nooriabad

Feb 2021 – Mar 2022

- Operated TimeTrax for accurate timekeeping and leave management.
- Managed payroll and vendor billing, ensuring compliance with company policies.
- Handled labor issues and coordinated manpower resources with third-party vendors.

IE Officer

Artistic Milliners - W.I.P Washing Department, Karachi

Dec 2019 – Dec 2020

- Effectively managed the complete billing process using HRMS and ERP systems, overseeing invoicing, payment processing, and financial reporting to ensure accuracy, compliance with company policies, and alignment with internal control procedures. This included identifying discrepancies, ensuring timely updates, and implementing process improvements for better efficiency and accuracy.
- Coordinated and maintained strong relationships with vendors, ensuring timely and accurate product data entry records. This involved managing daily updates to inventory, monitoring order statuses, and ensuring data consistency across systems, contributing to efficient supply chain management and operational success. Additionally, I worked closely with cross-functional teams to resolve any discrepancies and improve overall data quality.

EDUCATION

- **Diploma in Information Technology (DIT)** – Govt. College of Technology, Hyderabad
- **B.Com** – University of Sindh Jamshoro, Hyderabad
- **Intermediate (Pre-Engineering)** – Al-Falah Boys College, Hyderabad
- **Matriculation (Computer Science)** – Chambers Public High School, Hyderabad

TECHNICAL SKILLS

- SAP (Attendance Module)
- TimeTrax, HRMS & ERP Systems
- MS Office Suite (Word, Excel, PowerPoint)

SOFT SKILLS

- Problem Solving & Decision Making
- Stakeholder Management
- Team Leadership & Collaboration
- Emotional Intelligence
- Adaptability under Pressure

ACHIEVEMENTS

- Increased recruitment efficiency by reducing hiring timelines.
- Streamlined payroll processes, improving accuracy.
- Designed updated organograms for multiple departments to enhance reporting clarity.
- Successfully managed HR policies and compliance audits with zero discrepancies.

LANGUAGES

- English (Proficient)
- Urdu (Fluent)
- Sindhi (Good)