

FARHAN SAEED

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Profile

I am enthusiastic & passionate to build my career in the field of human resource and administration with strong background and hands on expertise in HR function, administration, sourcing, recruitment & selections, payroll, on boarding, policies & processes, employee relations and retail business.

Employment

Manager

June 2014 – Present

Self- Employed, Okara

- Managing the store operations within budget to achieve the maximum sales
- Merchandising, maintain inventory level to meet sales needs

HR Executive

Apr 2013 - Apr 2014

Fazal Paper Mills (Pvt.) Ltd, Okara

- Managing hiring protocols and recruiting procedures through vacancy advertisement, screening of candidates, conducting interviews and test to fill the vacant positions
- Processed of employee documents including offer letters, contract, pay changes and termination
- Managed on boarding of new hires
- Ensured the compliance of HR policies developed by management
- Managed implementation of HRIS system to support HR process in the company and coordinate with IT departments for improvements
- Maintained the accuracy of attendance system, leave records other time off and absenteeism, verified employee attendance, hours worked and reconciled errors in a timely
- Managed a company payroll of 1000 employees
- Defined weekly roster of employee and managed changes as required
- Prepared and maintain monthly HR reports headcount, absence and exit interview data
- Managed Issuance of employee cards, outdoor duty slips etc
- Processed of advance / personal loan and wheat allowance
- Prepared employee's ESSI and EOBI cases, monthly contributions and personnel files, update all information on regular basis
- Managed employee relations, disciplinary issues and grievances on timely basis

Administration Officer

Sep 2011 - March 2013

Electro Mechanical Engineering Works, Karachi

- Performed the administrative duties, reception area, emails, took telephone calls and filing and photocopying
- Maintained the purchase of office supplies and furniture, grocery / kitchen and office equipment etc
- Managed daily expenses, all billings, maintain petty cash and prepared expense report
- Managed all day to day operations and managed inventory
- Scheduled appointments, meetings and travel arrangements
- Managed recruitment, process of new joiner / leaver files and produce letters
- Processed salaries accurately and timely, manage adjustments, overtime, leaves and maintain records both computerized and manual

- Maintained staff personnel files, HR related documentations, attendance, annual leaves and sickness and keep up to date
- Ensured all important documents secured and complete in a timely manner
- Maintained cordial employee relations, respond questions and concerns in timely

Internship

June 2010 - Aug 2010

Aziz Group of Companies, Multan

- Collected Resume, scheduled Interviews and conducted calls
- Created files new hired
- Managed the general body meetings
- Assisted the manager in the preparation of payroll
- Adjusted employee personal files and records
- Any other task assigned by management

Account Assistant

Feb 2007 – Oct 2008

Plastic Bardana Industries, Karachi

- Maintained purchased order supplies, equipment and daily petty cash
- Assisted manager in day to day accounting matters
- Managed prepayments from customers
- Processed payments of invoices
- Assisted in salaries and overtime and monthly utility bills
- Maintained all company files and employee personnel records
- Managed incoming phone calls emails and other correspondence
- Managed inventories prepared daily report of orders sent and received

ACADEMIC

Master of Business Administration

2009 - 2011

COMSATS Institute of Information Technology, Sahiwal

- Specialization: Human Resource Management

Bachelor of Arts

2007 - 2009

University of the Punjab, Lahore

- Subject: Economics

SKILLS & EXPERTIS

- **IT Applications:** Proficient in Microsoft Word, Excel and PowerPoint, Internet Browsing, Email
- Proficient in Human Resource Information System (HRIS)
- **Functional Skills:** Excellent communication skills and fluent both in English and Urdu
- Good Interpersonal skills, Team working and People Development
- Problem solving ,Planning & Budgeting
- Leadership Coaching, Mentoring & Training
- Recruitment, Payroll and Compensation & Benefits

Activities

- Social Networking, Reading, Volunteer and Movies

Reference

- To be furnished on desired