

# Qadeer Ahmad

An Assiduous HR Professional ChenOne Stores LTD.

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## Why **QadeerAhmad**.....

- ❖ Highly motivated and resourceful HR professional having sound knowledge of Strategic Human Resource Management, Recruitment & Selection and Payroll Management
- ❖ MBA (HRM) degree holder who makes attainable HR strategic plans to improve effectiveness of human resources functions and positively impact the company's vision and goals
- ❖ A process driven HR professional weight on qualified candidates for appropriate job, implements training and individual development plans
- ❖ A strategic and creative thinker having an ability to diagnose issues on the fly and overcome them with innovative approaches
- ❖ Having experience in 3 different sectors (Manufacturing, Non Profit/NGO and Retail)

## AREAS OF PROFESSIONAL FORTES AND SUPPORTING SKILLS

- |                                       |                           |                        |
|---------------------------------------|---------------------------|------------------------|
| ❖ Strategic Human Resource Management | ❖ Recruitment & Selection | ❖ MS Office            |
| ❖ Payroll Management                  | ❖ Training & Development  | ❖ Communication Skills |
| ❖ Performance Management              | ❖ Employee Relations      | ❖ Continuous Learner   |

## ChenOne Stores LTD

Working as "HR Executive", April 2015 – To Date

Responsibilities/Accomplishments:



- ❖ Assess recruitment trends proactively recruit candidates through direct recruitment, internet mining and other creative methods
- ❖ Screening of sales, customer service, administrative and entry level management positions, interviewing of potential candidates, applicant assessment and coordinating with Talent & Acquisition Manager to finalize the recruitment process
- ❖ Identified new, cost effective resources for recruitment, track and review effectiveness of advertisement sources
- ❖ Orientation of new employees in Corporate office
- ❖ Assist Talent & Acquisition and Training & Development Manager for annual performance appraisal and aligning it according to organization needs
- ❖ Review and update JD's at the end of organizational year
- ❖ Assist Manager Compensation and Benefit in different HR Operations (leaves, EOBI matters, social security matters, generating payroll, preparing job offer letters, maintain necessary paper work for new and existing employees)
- ❖ Prepare and maintained filing. Generate Human Resources data reports. Maintained confidentiality of proprietary information plus, prepare and review written documents accurately and completely.
- ❖ Assist Training and Development Manager in preparing annual training calendar
- ❖ Forecasting cost for each training and manage all the activities for conducting orientation and different training programs with the collaboration of operation department and other relative departments
- ❖ Prepare the payroll of ChenOne Services (La Atrium, Luna Café, Lebanese Lounge)

### **AGAHE Foundation**

Worked as "HR Intern", January 2015 – April 2015

Responsibilities/Accomplishments:



- ❖ Analyzing HR functions and conducting orientation sessions for new employees to foster positive attitude towards organization's goals
- ❖ Coordinating with other offices in different districts, screening out resumes and managing interview schedules
- ❖ Assisting in preparing pay scales, payroll activities and managing Biometric Attendance System
- ❖ Reporting HR metrics including key performance indicators, developing strategic staffing plans and effectively addressing performance gaps
- ❖ Represented AGAHE Foundation on behalf of CEO at annual meeting of Pakistan Microfinance Network held on 14<sup>th</sup> January 2015, Lahore
- ❖ Represented AGAHE Foundation on behalf of CEO in Punjab Floods 2014 (a dialogue on post-flood scenario) on 16<sup>th</sup> January 2015 Lahore

### **Millat Tractors Ltd**

Worked as "HR Intern", June 2013 – August 2013

Responsibilities/Accomplishments:



- ❖ Worked under the supervision of Assistant Manager HR, Labor Relations Officer and other Senior HR professionals
- ❖ Maintained the data of company employees and assisted Senior HR in making presentations
- ❖ Assisted HR Manager in recruitment, selection, payroll management, job planning and performance evaluation process
- ❖ Dealt with third-party contractors on technical levels and learned HR operations
- ❖ Assigned to work with legal officer to have know-how about how the organization dealt with legal claims

### **CERTIFICATIONS**

- ❖ Certification in Effective Management from National Productivity Organization, Ministry of Industries & Production Govt. of Pakistan, (September 2012)
- ❖ Certification in Performance Management Specialist(PMS) from Highly Keen - The HR Institute, Lahore (Completed)



- ❖ Institute of Management Sciences(IMS) BZU, Multan, (2010 – 2014) MBA (Human Resource Management)
- ❖ BZU, Multan, (2008 – 2010) BSc

### Projected Career Path

