

AFSHEEN BAIG

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OBJECTIVE:

To work with a team of reputable people and dynamic organization that provides challenging work. To keep up with growing technological advancement and to perform a vital role in such organization where I can carefully utilize my knowledge, education and polish my concerning field. I want to produce innovative yet practical solution to challenging problems.

ACADEMIC QUALIFICATION:

DEGREE	MAJOR	YEAR	MARKS	DIVISION/ GRADE	BOARD/ INSTITUTE
MBA(Process)	HR	2016	-	-	Preston University Karachi
(B.A)	(International Relation)	2010	607	1st	Govt. Sir Syed Girls College
Intermediate	Computer Science	2007	590	B	Karachi Board
Matriculation	Science	2005	630	A	Karachi Board

INTERPERSONAL SKILLS:

- Excellent organization, interpersonal and self-management skills.
- Self-motivated, flexible, having a positive and service- oriented attitude and willingness to learn and get information, knowledge
- Excellent written& verbal Urdu / English communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Understanding of search techniques like X-Ray Search & Wild Card etc

COMPUTER SKILLS:

1. MS-OFFICE
2. GRAPHIC DESIGNING
3. INTERNET & E-MAIL
4. PASSENGER HANDLING COURSE FROM (SAPS AVAIIATION COLLAGE)

EMPLOYMENT EXPERIENCE:

1. **LUCKY TEXTILE MILLS PVT LTD**
HR Executive – HR Operations & Employee
Relation
From Sept 2015 to till date



To Assist LTM 2 **Apparel –Division** HR Operations team regarding day to day HR related activities such as Recruitment & Selection, Compensation & Benefits, Training & Development, Employee Orientation, Performance Appraisal & evaluation, Payroll Management , Leave Management ,Time management, Employee Engagement and Employee Leasing activities etc.

Duties:

HR Operational Responsibilities:

- To assist the HR Operations Business Partner LTM (Apparel) to deliver a pro-active, progressive, innovative and customer-focused recruitment and administration function. Coordinate with HR team to implement recruitment, operational and training strategies/ policies and assist LTM Apparel management with various employment and facilitation processes.
- Maintain & update employees Leave Management, hiring, firing, record and prepare monthly recruitment, leaves, benefits, turnover, exit interviews, apparel hr operational or dashboard reports.
- Prepare occupational classifications, job descriptions, job analysis, job evaluations, job displacement, job classifications, job rotation and job shadowing.
- Deal with employee disciplinary and Grievance issues according to the established process.
- Management of compensation and Benefits functions of LTM HR division by developing/revising policies and procedures, streamlining relevant compensation and benefits activities focused on quality output and continuous improvement in practices in order to maintain market competitiveness & internal equity.

Recruitment & Selection Responsibilities:

- Ensure pre-employment checks are completed in line, managing any discrepancies or delays with the candidate or hiring (as appropriate)
- Monitor new hiring process and maintain regular follow up with employees and ensure work within required deadline and organize and prioritize all data within required timeframe and manage verification process and maintain personnel files.
- Maintain and update record of HR Recruitment Forms e.g Manpower Requisition Form, Workers Screening Forms, Trial Slip, Interview Slip, Job Application Form, Personal and Professional Reference Checks, Orientation Forms, Probation Review Forms, Nomination verifications where required, and initiates Criminal Background Checks / Employee Investigation Checks.
- Coordinate the process of vacancy approval via the hiring requisition form, either Green filed operation or brown field operation, ensuring the correct information is obtained in a timely manner.
- Maintain and update recruitment strength process and feed employee recruitment data in Oracle and Time Management System.
- Organize office-wide and team wide cultural events to involve office staff in entertainment activities.

Training & Development Responsibilities:

- To Support T&D Section (Orientation Of New Employees, Facilitate Internships program in Apparel, coordination with external training Institute, Develops in-house training presentations)
- Managing Training and Development program of approximately 200 production and apparel management / Worker staff pertaining work capability & functions.

2. H. NIZAM DIN & SONS PVT LTD
HR Coordinator – Talent Acquisition & Employee
Engagement
From Nov 2014 to Aug 2015



To contribute to the achievement of the organization's objectives and continuously improve specifically in relation to the implementation of effective people management processes and procedures.

Responsible for day-to-day management and operations of the human resource office under the direction of the HR Manager and General Manager HR who provides program and strategic leadership for the department.

Duties:

Recruitment & Selection:

- Assist management with all human resources and manage internal and external resources and supervise efficient working of hr management levels in compliance to rules and regulations.
- Coordinate with HR team to implement recruitment strategies and assist management with various employment processes.
- Develop and maintain professional relationships with hiring managers according to all HND business requirements and assist to identify appropriate candidates with help of an efficient database and screen applicants and recommend all hiring to various departments.
- Monitor all new hiring process and maintain regular follow up with employees and ensure work within required deadline and organize and prioritize all data within required timeframe and manage all verification process and maintain personnel files.
- Develop HND recruitment strategy including job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning
- Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements
- To post adverts and marketing materials on the various job boards and recruitment media channels in a timely and accurate fashion ensuring the best possible exposure for vacancies
- To post vacancies on the HND website, Social media networks e.g. (LinkedIn, Facebook, and Tweeter) and ensure the site is kept up-to-date, removing vacancies once expired.
- To support managers in drafting job descriptions and person specifications, providing templates and advice as required

Employee Engagement:

- Facilitate in Employee Engagement activities such as Employee Birthday, Internal Announcement e.g Employee Promotion / Appreciation,
- Administer all office functions and perform all data entry jobs efficiently and manage all correspondence with help of all letters and policies and maintain records for all department operations and information.

Compensation & Benefits:

- Responsible for effectively recording, maintaining, and reporting Company Assets issued to employees such as Company Mobile Phones, SIM Cards, Company Laptop and Company Vehicles.
- Coordinate with Insurance Company for Employee Medical insurance facility and maintain employee medical record on monthly basis.

Organization Development:

- Facilitate the organization-wide change and restructuring, which includes tools and systems in the areas of Talent Management and Development, Performance Management System, Culture Diagnosis and Assessment, Processes Re-engineering and Employee Engagement Surveys.

3. AL ABBAS FABRICS (PRIVATE) LIMITED
Office Coordinator – HR & Administration
From March 2012- Sep 2013



Duties:

- Responding to internal and external HR related inquiries or requests and provide assistance
- Responsible for organizing and scheduling interviews and technical tests of candidates. Assist in conducting pre- selection interviews for eligibility for a smooth final selection by department Managers with regards to entry and mid level candidates.
- Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met.
- Provides confidential secretarial and administrative support for the board of directors to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and administrative related activities.

INTEREST:

- Use Social media e.g. (Facebook, LinkedIn, Skype, Tweeter)
- Reading books and listening music.
- Watching documentaries and cooking

OTHER ACTIVITIES:

1. Exhibition:

- Organized and participate in IDEAS Exhibition 2014 with HND team (Nizam Solar Energy),
- (Nizam Home Textile), (Nizam Tent) and perform Marketing and HR related activities during 4 days exhibition.
- Organizes and participate in Textile Asia 2015 with HND Team

2. Workshop:

- Attend Workshop “Job Analysis” in HND
- Attend Workshop “Self-Management” in HND and play a role on Women’s working in industry and there Power.

3. Training:

- Conduct Training Session (Supervisory Skills Training 2016) in LTM Apparel
- Conduct Soft Skills Training Session (Workplace Challenges) in LTM Apparel

PERSONAL INFORMATION:

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|-------------------|--------------------|
| • Father’s Name: | Qamar-u-Zaman Baig |
| • Date of Birth: | 25-May-1988 |
| • N.I.C No: | 42101-7670172-2 |
| • Domicile/PRC: | Karachi |
| • Religion: | Islam |
| • Nationality: | Pakistani |
| • Marital Status: | Single |

REFERENCE:

Furnish upon request
