

NABEEL BADAR

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nabeel_badar1985@live.com

Respected Sir/Ma'am,

I have attached my updated resume for the career oriented position in Human Resource Management. Currently, I am working with the leading Petroleum Refining Company of Pakistan, ENAR Petroleum Refining Facility, as "Human Resource Executive". Previously I have worked with one of the leading Logistics Company, Scanwell Logistics (Pvt) Ltd, as an Assistant Accountant".

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I feel certain that my strong HR skills coupled with my ability to better perform will be of immediate value to your company.

I have got significant exposure to core areas in the field of Human Resource such as Recruitment & Selection, Job Analysis, Performance Management, Compensation and Benefit. I have expertise in making 'Full and Final Settlements of employees. Here at ENAR Petroleum Refining Facility I am looking upon all processes related to attendance, hiring and resignation. I have done my MBA from one of the reputable institute of Pakistan, New Port Institute of Communication & Economics to enhance my HRM Career.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents in the field of HR and my future potential. I would dearly like to further discuss the scope of this position, with you and would welcome the chance of a meeting.

Regards,
Nabeel Badar
Human Resource Executive

NABEEL BADAR



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OBJECTIVE:

I want to pursue my career further as HR personnel in an organization that allows me to display my skills and knowledge and execute the job responsibilities in a prompt and efficient manner.

PROFESSIONAL EXPERIENCE:

HR Executive

01 Feb 2009 to Till Date

ENAR Petroleum Refining Facility, Karachi



INTRODUCTION:

ENAR Petroleum Refining Facility (EPRF) is an ISO 9001-2008 Certified integrated design refinery in Pakistan. It was established EPRF-I in 2002 with capacity of more than 3000 barrel per day. Moreover In 2012. We are expansion one more refinery with capacity of 5000 barrel per day. Which is known as EPRF-II. EPRF currently employed **780 employees** at the moment and number is currently increasing. EPRF was established in 2002 as a Sub division of Kahutta Research Laboratory (KRL) as under the administrative control of ministry of Defense, Government of Pakistan

- o Expertise to ensuring Timely Performance Management/Increment.
- o Reviewing resumes and applications.
- o Conducting first round of telephonic interview for the candidates to schedule interviews.
- o Preparing Manpower Plans as per project need short term & long term.
- o Temporary hiring of employees during shutdown or any other activities as per project need.
- o Liaison Interviews.
- o Leave Management.
- o Handle and process Loan applications.
- o Process EOBI & SESSI.
- o Preparing letters such as offer and confirmation
- o Keeping records of staff insurance and ensuring timely renewal.
- o Supervise payroll management.
- o Ensuring that overtime work and its payment are in accordance with the statutory requirements.
- o Maintaining HR records, such as those related to compensation, health and medical insurance.
- o Handling insurance-related issues.
- o Correspondence with Outsourcing 3rd Party Contractors.
- o Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- o Designing & implementing HR EPR module.
- o Designing Compensation & Benefit plans.
- o Expertise Full & Final Settlement/ Separation.



KEY RESPONSIBILITY:

- To maintain client statement
- Statement reconciliation
- Proper Checking of General Ledger
- Responsible for bank reconciliation
- Import & Export Invoices
- Receivable or Payable Invoice
- Profit or Loss for Each Shipment.

PERSONAL SKILLS:

- Able to deal with highly confidential matters professionally & discreetly
- Personal: Systems orientation, strong people management skills, excellent team player, good oral & written communication, high level of role adaptability. Low gestation period to understand
- Ability to execute multiple tasks independently and efficiently
- Expert in preparing and maintaining documents
- Excellent verbal, written and presentation skills
- Ability to juggle different priorities and meet deadlines

ACADEMIC CREDENTIALS:

| Year | Degree | Institution | Percentage / Grade |
|------|-----------|--|--------------------------|
| 2015 | MBA (HRM) | Newport Institute of Communication & Economics | 3.10 CGPA |
| 2008 | B.COM | University of Karachi | 2 st Division |

ADDITIONAL SKILLS:

- Capable of using ERP
- Expert in maintaining and developing local HRIS

IT SKILLS:

- MS OFFICE SUIT
- Experienced Using Windows XP/7
- ERPs
- Proficient in using Internet, Email Correspondence