Ambareen Jahan

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**Profile**

Committed and result oriented Human Resource professional having experience of working in challenging and fast paced environments. A dynamic team player with good communication, strong analytical and interpersonal skills.

**Professional Summary**

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| --- | --- |
| * SAP HCM | * Compensation & Benefits |
| * Performance Management | * Recruitment |
| * Employee Engaement & OD | * HR Operations |

**Work Experience**

**April 2015-Persuing**

**HR Executive-equivalent to AM HR (with people management)**

**Amarant Pharma(Pvt) Ltd.**

Joined Amarant Pharma with reporting to the Head of HR with team of 3 members and company size of 600 employees including Field force overall Pakistan, staff at Head Office , Warehouse & manufacturing facility at Korangi and Gadap.

* Supervise end to end recruitment process; involved in executive search and head hunting of key positions. Ensure timely induction with best possible resource within budget.
* Prepare policies and SOPs for recruitment, attendance, leave, travel & vehicle.
* Independently involve in implementation of Sidat Hyder & Morshid Human Capital Management.
* Successfully conducted annual performance appraisal cycle independently, meeting all constraints within budget.
* Redesign sales structure, formulate new salary bands and introduce career ladder.
* Prepare detail field force comparative analysis of 13 companies with analysis and graphical representation of data.
* Prepare vehicle policy and proposed payment plan on buy back option on 40-60, 50-50 and 60-40 percentages on various models of different variant on agreed terms.
* Initiated HR Drive-*Analyze your daily activities* for job analysis.
* Proposed various employee engagement activities and successfully organize Independence celebrations within limited budget and time at all locations.
* Involve in preparation of Amarant newsletter-*The Amarant Times* from design, layout, and material gathering till final printing.
* Initiated Group Life and Hospitalization policy with lab care –best facility (in terms of benefits covered) on nominal rates.

**January 2014-April 2015**

**Recruitment Specialist**

**IT Hunters.-Recruitment Consultancy**

Joined IT Hunters with reporting to the CEO. Major responsibilities entails:

* Source, screen and short list candidates’ profiles from database, portals, social networking webs, referrals and by placing job advertisement on different channel.
* Conduct online test and r arrange face to face, telephonic, Skype interviews.
* Conduct verification of documents and reference checks of selected candidates.
* Obtaining feedback from the clients.
* Maintaining the databank of candidates.
* Prepare and submit month end recruitment activities report to the CEO.

**February 2013-January 2014**

**Assistant Manager HR**

**Novo Nordisk Pharma (Pvt) Ltd.**

Joined NNPakistan with reporting to the Head of HR. Major responsibilities entails:

**Compensation & Benefit:**

* Participated in Salary Survey of Mercer and other vendor (IMS & HR First) and analysis their result.
* Participated in Benefit Survey of Mercer and prepare comparative analysis report based on market prevailing benefits with Novo Nordisk Global & Novo Nordisk Pakistan. Prepare cost summary and submit to region for approval and implementation.
* Assist in the annual Salary adjustment review and prepare adjustments according to company policy, regional guidelines and market input.
* Evaluate and make salary recommendations for new hires or promotions in order to maintain internal & external equity.
* Processes all salary increases and re-grading arising from promotions, job evaluation, Professional Career Ladder assessments, ensuring accuracy, timely completion and adherence to appropriate policies.
* Involved in fixed & performance Bonus planning, designing, & disbursement and ensure annual increments & bonuses are paid as per the regional guidelines, company policy, performance & market input.
* Responsible for preparing annual HR Budget it’s quarterly utilization & reconciliation related to companywide HR cost.
* Responsible for complete payroll administration and it’s recoding in SAP.
* Maintain accurate HR data and update position, headcount, organization or employee data resulting from any change in HRIS and SAP.
* Responsible for maintaining employee group life and hospitalization insurance schemes.

**Organizational Development:**

* Successfully launched NNHealth project (campus exercise) & Novo monthly SMS Quiz across the board.
* Involved in Event management and manage events like Women day, Holi, Easter, 14 August & performed in Eid gala as well.

**Recruitment:**

* Implementing on-boarding plans for new hires. Prepare appointment letters, salary packages, orientation plan & maintenance of personnel files of all the employees.
* Maintains and keeps a record of all evaluated jobs and prepare updated JD according to position.
* Process timely employee probation evaluations .

**Employee Relation:**

* Issuing information memos in case of birth or demise of a close relative of a permanent employee.

**HR Operations:**

* Responsible for processing employee clearance, exit interview, final settlements payments, and exit announcement.
* Analysis, provides support, and participates in the review and development of employee handbook & performance management.
* Responsible for regional HR Audit Assignments.

**August 2011 – February 2013**

**Sr. Executive – Human Resource**

**United Arab Shipping Agency Co. (Pvt) Ltd**

Joined UASAC with reporting to the CEO & Manager HR (Dubai) & developed from scratch fully functional HR Department independently. Major responsibilities entail:

**Recruitment:**

* Responsible for entire recruitment process and close critical technical position using different channels like shipping journal, employee referrals and place advertisement marine academy.

**Organizational Development:**

* Prepare, review and update existence HR policies as and when required.
* Redesigned salary bands and proposed compensation packages for existing staff and new recruits.
* Create reward related strategies to attract and retain employees.
* Conduct performance reviews and provide necessary feedback, counseling and coaching.
* Responsible for in-house/external training of staff members based on TNA & formulate Succession Plan for top talent.
* Play a key role in change management & work on strategies that would have a positive effect on organizational culture.
* Assist in organization restructuring process and expansion of business.
* Developed various forms, formats and procedure for organization
* **HR Operations:**
* Supervise all HR data and records via HRM system and issue periodic reports as required..
* Responsible for payroll administration including all reconciliations.
* Responsible for the implementation of relevant medical insurance coverage and benefits for all employees; analyze and rectify claims including hospitalization and OPD.
* Calculating/ analyzing and distributing incentive bonuses and increments.
* Supervise cases with resignation, termination and prepare end of service benefits as per company policy and procedure.

**August 2008 – February 2011**

**Executive – Human Resource**

**Bank of Tokyo – Mitsubishi UFJ, Ltd**

Joined Bank of Tokyo with reporting to the Manager HR. Major responsibilities entails:

**Recruitment:**

* Responsible for assisting the entire recruitment process.
* Involved in conducting orientation program for new recruits.
* Responsible for maintaining of human resource management system including maintenance of personal files. Preparation of job description with departmental heads for various positions.

**Compensation:**

* Liaison with outsource companies to conduct Salary Survey and proposed the recommendation to Management for further action..
* Responsible execution of monthly payroll including managing all variables associated payroll advances, overtime, deductions, addition, and deletion throughout the month.
* Responsible for Taxation and preparing gratuity & provident fund ensuring timely recordings, audits & disbursement.
* Handle issues related to EOBI, SESSI, Labor law and coordinate with respective dept
* Responsible for preparing gratuity & provident fund ensuring timely recordings, audits & disbursement.
* Prepare and process various loans and Bonus to all staff of the Company to employees.
* Responsible for maintaining the Leave Management, Group Life and Medical Insurance for all employees.
* Responsible for preparing final settlement and conducting Exit Interviews with separating employees.

**Performance Management:**

* Assisting in implementation of our newly designed Performance Management System, provide coaching to all the Departments round the year in order to get the best results. .

**Organizational Development:**

* Design, Administer Local Employee Satisfaction and Global Employee Satisfaction Survey and Prepare the analytical report based on the results.

**Education**

Diploma in Human Resource Management System

- Pakistan Institute of Management October 2010

University of Karachi

- Master in Public Administration December 2006

Sir Syed University of Engineering. & Technology

- Bachelors of Science – Computer Engineering December 2004

**Trainings**

* Two days training on “Hire the employee not the candidate” by Narejo Human Resources.
* One day Seminar on “Income Tax and Wealth Tax Return” by Ace Consultant.
* Four days training on SAP HCM at Dubai.