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| **Farrukh Imam** | Cell logo.jpg | 0346 - 2016924  0336 - 8167212 |
| Email-Logo.jpg | Farrukh.imam@macter.com |

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| WORK EXPERIANCE |  | OBJECTIVE |

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| Macter International Limited.   |  |  | | --- | --- | | **Feb – 2016 – Till** | **Sr. HR Officer (working on SAP\_HCM)** | | |  | * Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company * A position in Personnel or Human Resources Management which will require me to apply my business experience to assist the company in the accomplishment of its goals * A position in the Human Resources field where I can utilize proven people oriented skills to develop and promote a positive work environment |
| **Oct 13 – Jan 16** | **HR Officer (working on SAP\_HCM)** |  |
|  | * **OM – (Organization Management) (SAP\_HCM)** * Create Positions of all employees. * Grouping and organize all departmental lists. * Costing * Job define * **Reports for Management Committee Meeting.** * Recruitment Log * Daily Log * Recruitment cycle time * Vacancy report. * Turnover Analysis * **PA – (Personnel Administration) (SAP\_HCM)** * New employees data report into SAP Info type **“PA40”** * Use the following Info types for different scenarios. * PA30 * PA30\_105 * PA30\_105\_0010 * PA30\_23 * PA30\_24 * PA30\_21 * PA30\_15 |  |
|  | * **Hiring Process – Field Force / Head Office** * Assessment test and pre evaluation * Prepare job offer, appointment & welcome letters. * All new employees’ data report into system with qualification and experiences. * Employee verification. * Costing / Comparative for the position * To send regret email or make calls * Ensure necessary documentation and arrangements with regards to hiring * Prepare transfer and promotion letter or circular email. * **Database** * C.Vs database * Reference C.Vs database * Talent Mapping database |  |  |

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| Macter International Limited. | |  |  |
| **Sep 2011 – September 2013** | **HR Assistant** |  |
|  | * C.V searching. * To maintain Job Description data base. * Updating Leaves in Attendance System. * Maintain hiring report. * Maintain database of reject and hold interview candidate. * Special assignments’ (House keeping and Canteen) assigned by AM-HR. |  |
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| TRAININGS / Certificates | |  | ACHIVEMENTS / Honor Awards |

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| **Nov – 2013** | **Team Work (One day workshop)** |  | * Employee of the month December 2013 * Employee of the Quarter (first quarter of 2015 – 16) * Prepared and organize employees master data for SAP implementation |
|  | By Mr. Tafveez Amin (Head of HR) Macter International. |  |
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| **Dec – 2013** | **Time Management (One day workshop)** |  |
|  | By Mr. Tafveez Amin (Head of HR) Macter International. |  |
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| **July – 2013** | **SAP HCM Module (End User)** |  |
|  | Macter International Ltd. |  |
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| **May – July 2005** | **Microsoft Office (Three months training)** |  |
| **Sep 07 – Marc 08**  **Dec 07 – Feb 08**  **Feb 08 – July 08** | From Noorani Institute of Computer Technology.  **Typewriting (Seven months training)**  Vocational Training Centre  (Govt. of Pakistan Establishment Division Staff Welfare Organization)  **Microsoft Office (Three months training)**  Vocational Training Centre  (Govt. of Pakistan Establishment Division Staff Welfare Organization)  **Diploma Hardware & Networking (Six months diploma)**  Skill Development Council. |  |
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| EDUCATION | |  | ABOUT ME |

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|  | **Graduation** |  | **Name:** | Farrukh Imam |
|  | Newports Institute of Communication & |  | **S/o:** | Qaiser Imam (Late) |
|  | Economics |  | **DOB:** | 12-May-1988 |
|  | **Intermediate** |  | **CNIC:** | 42101-4250629-2 |
|  | Govt. Jinnah College Karachi |  | **Address:** | G-9/2 Federal Capital |
|  |  |  |  | Area Karachi. |
|  | **Matriculation** |  |  |  |
|  | Govt. Boys Secondary Scholl Karachi. |  |  |  |