Hifza Mushtaq

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Karachi, Pakistan

Date of Birth: July 1991

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Field of Interest: Human Resource Management

**OBJECTIVE**

I desire to join as a challenging position in renowned organization that has vision for growth and advancement. I have extensive knowledge in the field of HR, which I believe would be an asset to an organization that aims for progress. In the long term, I aim to reach my full potential and further my growth with your team that will factor in the firm’s advancement.

**PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**

**Indus Pharma (Pvt.) Ltd-Industry (Pharmaceutical) March 2015 to present**

**Human Resource Management**

**Key Responsibilities**

1. Ensure timely processing and accurate input of all new hire information like: employee details, payroll changes, confirmations, promotions, resignations into HRIS
2. Issuance of Appointment, New Employee Bank Account, Confirmation, Promotion, Transfer, Increment & Experience Letters.
3. Management of personal files of Head Office Staff
4. Initiate Final settlement of resigned employees and coordination with concerned departments to ensure timely clearance of resigned employees
5. Managing Online EOBI Facilitation and monthly Contribution
6. Prepare monthly payroll of Management staff and non Management Staff on HCMS
7. Provide assistance to all operation work of Human Resources Department
8. Carry out necessary activities for as per directed/instructed by Head of HR
9. Managing and supervise all Outsourcing Partner of Factory (Head Hunting and Employee Outsourcing)
10. Maintain personnel’s employee’s record in HCM software (Human Capital Management)
11. Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
12. Looking after newly implemented Time Management Attendance System – Face recognition
13. Conduct screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.

**Rafah-e-Aam Medical Centre (Hospital) July 2014 – till Date**

**Human Resource & Admin Executive**

**Key Responsibilities**

1. Assist in preparing H.R Manuals, Policies and Procedures.
2. Prepare Payroll of All employees (Manually and Software)
3. To update Staff Data Manual and Software
4. Search relevant candidates through all available sources
5. To maintain Employee record
6. Provide advice and assistance in developing Human Resource Department
7. Assist all employees regarding their leaves and attendance Management
8. Formatting, Screening , Short listing and selecting the resumes
9. Issuance letters circular and Memo Throughout the Staff
10. Organizing and conduct interviews with candidates and preparing Interview Schedules.
11. Maintain record in in HRM software

**Genix Pharma (Pvt.) Ltd-Industry (Pharmaceutical) 06 Months**

**Human Resource Management**

**Key Responsibilities**

1. To assist officer HR in all hiring process. Scrutinize hiring documents; prepare personal files of new employees
2. Ensure timely processing and accurate input of all new hire information like: employee details, payroll changes, confirmations, promotions, resignations into HRIS with the help of Officer HR
3. Issuance of Appointment, New Employee Bank Account, Confirmation, Promotion, Transfer, Increment & Experience Letters
4. Management of personal files of Head Office Staff
5. Initiate Final settlement of resigned employees and coordination with concerned departments to ensure timely clearance of resigned employees
6. Assist Officer HR for EOBI monthly Contribution and its working
7. Provide assistance to all operation work of Human Resources
8. Maintain personnel’s employee’s record in HCM software (Human Capital Management)

**British Council-Pakistan (May 2014 – Till present)**

* **Invigilator**

**Internship**

**Genix Pharma (Pvt.) Ltd**

**Trainee-Human Resources**

Management Salary Survey and all HR functions

**EDUCATION & QUALIFICATION**

**Master in Public Administration (MPA)** 2012-2013

Human Resource Management

University Of Karachi

**Bachelors in Public Administration (BPA)** 2010-2012

Human Resource Management

(Recruitment & Selection, Training & Development, Labor Laws, Personal Management)

University Of Karachi

**SKILLS & OTHERS**

**Extra Curricular:**

* Organized DPA funfair 2009, Welcome Party and Other Various Programs

**Skills & Personal Attributes**

* Good communication and public relations skills.
* Result oriented person, with a ‘can-do’ attitude.
* Self-motivated and self-starter to suit fast paced environments.
* Strong Research skills, proactive, motivated and goal oriented.
* Team player with strong written, communication, organizational skills.

**REFERENCES;**

Available Upon Request