 MUHAMMAD HASEEB UL HAQUE

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Career Objective

I am hard working and very determined. I enjoy keeping myself busy and put extra effort in my tasks. I enjoy working with other and able to work unsupervised. I am reliable, I strive to always keep a positive attitude and have the ability to learn quickly. Proven leadership abilities in working as a team, handling multiple tasks, great adaptability to any enterprise's environment, highly motivated Individual with exemplary planning and organizational skills, along with a high degree of detail orientation. Ability to work in stressful environment, with considerable experience and knowledge of Human Resource Management, hands on experience on almost every area of HR.

Professional Experience

Epla Laboratories (Pvt) Ltd., is one of Pakistan's leading national pharmaceutical companies, manufacturing and marketing a wide range of human and animal health products.

* **Working as a HR Officer in Human Resource Department Oct 2014 - to till Date.**

**TALENT ACQUISITION & MANAGEMENT REPORTING**

• Coordinate with different department / line Managers for their Manpower planning & requirement and ensure that the staffing needs are met.

• Responsible for end to end recruitment in the most appropriate and effective manner.

• Reconstructed the orientation program, including updating orientation kits along with designing customized employee orientation session.

• Conduct necessary HR Related investigation pertaining to discipline, grievance, non-compliance & assist to Manager HR in preparation of reports for management reporting & action.

**COMPENSATION’S SUPPORT TO MANAGER**

• Implement, communicate & administer company compensation program to support strategic objectives.

• Coordinate market analysis & research to support compensation decision and program recommendations to ensure competitive position ( Internal / External) for pay , retention, & motivation).

• Coordinate annual incentive program process and administration.

**TRAINING & DEVELOPMENT**

• Complete ownership on training need assessment.

• Define & design annual training calendar.

• Coordinate with qualified trainers.

• Facilitate execution of all training.

• Follow up on training Feedback as agreed with HOD’s.

**CONDUCT INTERVIEW AND OTHER PROCEDURE**

• Conduct telephonic interview evaluation of applicable candidates.

• Complete joining formalities for newly hired faculty and staff in assigned areas.

• To ensure all recruited employees undergo pre-employment physical examination and to conduct reference checks, Insurance matter issue, EOBI prior to any hire.

• Manage documentation verification prior to hiring of new employees

• Maintains employee database category-wise and provides related information to the senior management.

* **Working as a Management Trainee in Human Resource Department from (July 2014 to Oct 2014).**
* **Worked as a HR officer –I from Ministry of Communication, Pakistan Post, Clifton, Karachi from (July -2012 to Feb-2014).**

• Correspond and check the employee documentations and if found any thing missing than informed employee through email, phone etc.

• Prepares and issues miscellaneous letters like circulars, memos, service certificate and visiting faculty contract.

• Organize corporate events.

• Maintain employee’s attendance & Leave records.

• Different assignment performed day to day basis.

Internship Experience

**IFFCO PAKISTAN (PVT) LIMITED**

* **Working as an Internee from June’12 to July ’12.**
* Filing of documents for Employee Folders.
* Creating packets for Temporary Employees to complete in order to become Permanent (application, background check, etc.).
* Coordinate appointments for drug test/physical, assist with running background checks.
* Creating access badges for new employees.
* Assist in placing employment ads both with newspaper and Internet.

Academic Qualification

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| --- | --- | --- | --- | --- |
| DEGREE | INSTITUTE | PASSING YEAR | | |
| MPA | **University Of Karachi** | **2012** | | |
|  |  |  | | |
| BPA | **University Of Karachi** | **2011** | | |
|  |  |  | | |
| Intermediate | **Board of Intermediate Education Karachi** | **2008** | | |
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| Matriculation | **Board of Secondary Education Karachi** | **2006** |  | |

Research & Project Experience

* Report submitted to “General Manager HR/IR/ Admin” on “SOP’s of ISO on Talent & Acquisition & Training & Development.
* Relationship of HRM and Management Information System.
* HRM Development in Nestle Pakistan.

Areas of Expertise

**Employee Training &Development, Talent & Acquisition, HR Policies &Procedure, Compensation & Benefits, Conducting Surveys.**

Seminar & Workshop

* IGNITE – Take the stage in HRD Society.
* Corporate Social Responsibility.

Courses

* **Peachtree Quantum Accounting Software.“03 Month” Certificate Course in 2010-11.**

Skills

* Proficiency in MS-Office.
* Keen user of Internet.
* National Good Motivational and Communicational Skills in English & Urdu Language.
* Leader Ship Quality and Smart working nature.
* Self-Motivation and Passion to succeed.
* Strong Interpersonal, charismatic and Business Communication skills.

Personal Details

* **Father’s Name Muhammad Inam Ul Haque (Late)**
* **Date of Birth 15TH April 1990**
* **Domicile Sindh**
* **Marital Status Single**
* **Nationality Pakistani**
* **C.N.I.C No 42101-4687514-1**

References

* Will be furnished upon request.