Nisar Ahmed Mahar

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**Summary of my Skills Set:**

I am a Human Resources professional with a clear objective of becoming HR business leader in next five to eight years. Currently I have more than 3 years hands on experience in the field of human resource management supported with an MBA in HR and number of workshops and trainings on different functions of Human Resources Management.

During these three years I have worked as HR generalist in 3 different industries (i.e. Automotive, Health Care & FMCG Distribution.).

My strengths lie in HR operations, recruitment & selection & performance management, which are the key areas of any organization’s human Resources department.

I have sound knowledge of HR policies and practices followed by world’s top organizations & with this I am sure that I can be a key resource to HR Department of any good organization.

**Professional Experience:**

1. **Officer Human Resources**: (**March 2014 to Present)**

Muller & Phipps Pakistan (Pvt) Limited

**Key Job responsibilities:**

Being a part of HR Operations team I am responsible to manage & provide HR support services to following key businesses of our Organization.

* Consumer Division (with Principles like Unilever Pakistan, PepsiCo international, 3M Pakistan, National Foods, Castrol Pakistan etc)
* Pharma Sales Division (Principles like Getz Pharma, Abbot Pakistan, GSK, Novo Nordisk, Bayer, Ray Pharma, Herbion & SNOFI. Etc)
* Health Care Division (Principles include ConvaTec Ltd. Johnson & Johnson Pakistan (Pvt.) Ltd. GSK-Consumer Healthcare, MP Gloves Malaysia, Nutricia, Abu Dhabi Medical Devices Company. etc)
* Telecommunication & Allied businesses (Principles Include SAMSUNG GULF ELECTRONICS FZE, Huawei, Microsoft & PTCL).

These Services include all activities starting from the day one when an employee is taken ob-board till he leaves the company. Some of the major activities are as follows:

* Preparing Job offer Letters
* Preparing Permanent & Contract appointment Letters
* Acceptance of Resignation letters
* Full & final Settlements of Separated Employees
* Managing Live Separation & final Settlement tracker for monthly & Quarterly Reports
* Head Count Management
* Preparing employee transfer, change of Designation, Officiating charge, Salary Revision & Promotion Letters.
* Running Employee confirmation reports & preparing Confirmation, extension or termination letters.
* Preparing Bank Account Opening Letters
* Preparing Service Certificates and Experience Certificates.
* Visa, Hospital visit letters etc etc
* Previous Employment Reference checks.
* Employee Personal files Management.
* Updating employees personal record on HRMS
* Preparing quarterly, Biannual & Annul turn over Reports.
* Monthly HR Activities & Head Count reports.
* Helping IR section on disciplinary Cases.
* Helping Recruitment team by providing weakly Vacancy Tracker.

Working as a key member in **Performance Appraisal Cycle** and perform following activities:

* Starting appraisal cycle by sending blank appraisal forms to all eligible employees to their line managers.
* Collection & checking of filled Appraisal forms.
* Putting data Into Performance Management System
* Preparing Increment & promotion Letters
* Updating employee Master Data File.

& number of other assignments given by the management.

1. **Officer Human Resources**: **(December 2013 to February 2014)**

Patel Hospital Pvt. Ltd.

**Key job responsibilities:**

* Recruitment and selection of Paramedical and Non-Medical Staff of hospital including Doctors, Nurses, Technicians such as Operation theatre, Dialysis, Ophthalmology etc.
* Daily HR Operations of the company.

1. **Admin/HR Assistant (December 2011 to May 2013)**

Toyota central Motors Karachi

* Recruitment and selection
* Maintain attendance & leave record
* Managing Employee’s personal files
* Payroll management
* Helping Management in development and implementation of HR/Admin Policies
* Design and implementation of Code of conduct for office matters
* Managing complete record of Employee’s medical insurance, claim processing,
* Record maintenance of Excise files and number plates for newly registered vehicles.
* Managing staff Lunch, order, claim from accounts, Vendor’s payment etc.
* Drafting letters such as warnings, suspension, termination and promotion of employees
* Work as a back-up for front desk officer, operate PABX system
* Maintaining Holiday and operational day security personal’s duty schedule
* Maintaining record of utility Bills and others such as TCS, Photocopier, fuel Bill for company owned vehicles, etc.
* Maintaining day to day correspondence via e-mail and letters inside and outside of the company
* Maintaining the break-fast expense for Sunday customers
* Arrangements for the company meetings and official visits of our vendors
* Any other task assigned by Manager

1. **Internee** : (August 01, 2010 to October 30, 2010)

National Telecommunication Corporation Islamabad

**Academic Qualification:**

1. **Master of Business Administration- HR (in progress)**

IQRA University, main Campus Karachi (CGPA 3.09)

1. Bachelors of Business Administration- ITM (2011)

International Islamic University, Islamabad (CGPA 3.65)

**Certificates and Seminars:**

* Diploma in Computer Science (SZABIST-JSTC Nawabshah 2007)
* Two days’ workshop on Islamic Banking in Pakistan by Alhuda Centre for Islamic banking at Convention Centre Islamabad
* Workshop on deviant behaviour of Pakistani Youth and Its reasons by department of Social sciences IIUI
* Democracy and human rights in Pakistan: Centre for Civic Education Islamabad

**Major Accomplishments:**

* Secured 1st position in Inter-university quiz competition held between federal universities organized by Civic Centre for Education in 2010 at Islamabad hotel.
* Awarded with four years fully funded scholarship by the international Islamic university Islamabad.
* Excellent academic record throughout academic career

**References:**

* Mr. Sohail Hyder Ali (Head of Human Resources: Jhpiego Pakistan)

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* Mr. Taha Fayyaz (Junior Manager Human Resources Muller & Phipps Pakistan Pvt. Ltd.)

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