**SYED MUHAMMAD IKHLAS**

*Address:* ***R-498, Sector 09, North Karachi***

*Phones: 0345-2289505, 0344-2553665 pk (M)*

* ID: 4210106736365*

*Email:* [*smikhlas@yahoo.com*](mailto:smikhlas@yahoo.com)

**PROFESSIONAL OBJECTIVE:**

Seeking suitable position in a dynamic organization where my skills, experience and performance will be enhanced appreciated and can make an impact on the organization’s growth. I can work really well in Human Resources department...

**SPECIALITIES**:

**Developer of HR Department and its functions; Expert in Organizational effectiveness; Innovative Problem solver; Effective coach & team leader, Compliance of management /staff collaboration to achieve business goals, Employee Relation,Admin and personnel management, Recruitment Specialist .**

**CAREER HISTORY :( PROFESSIONAL CAREER):**

**SIX YEARS EXPERIENCE IN THE FIELD OF HR & ADMINISTRATION FROM 2008 TO 2015.**

**A. NAKHLAH EDUCATIONAL HOUSE FOR ISLAMIC GROOMING JAN 2015 –MARCH 2015**

Worked as a “HR & ADMIN EXECUTIVE: Ensure and look after all HR activities some are given below:

* Employee Relation(Related to Salary,Transfering,conflicts,management)
* Company Policies and S.O.P’s (Revised old Policy and S.O.P’i-e Probationary,Performance Appraisal,Attendance,Leave and Employee Handbook).
* Employees Certificates(Experiences,Tranfer,Show-Cause,Terminations and All types of Memos)
* Conduct Left Employees Exit Interview and prepare final settlement sent it to finance Dpt.for clearance,
* Maintain Employees Master Data base and create Confirmation Data Base.
* Training and Development / Arrange Workshops issuing Certificates (In House and External).
* Prepare all types of Memos.
* Drafting.
* Arrange Meeting.
* Employee Clearance.
* Performance Appraisal.

**B. KIA MOTORS SAUDI ARABIA ALJABR AUTOMOTIVE JAN 2012 –OCT 2014** worked as a “SENIOR HR & ADMIN EXECUTIVE: Ensure and look after all HR AND ADMIN activities some are given below:

**Recruitment -**   
1. Job Description,   
2. Identify the Competencies required,  
3. Identify the source for hiring,   
4. Interview the candidate,   
5.Coordinate the interview with the respective department and  
6. If selected, complete the documentation

**Operations** -   
1. Joining formalities.  
2. Handling Employee Database (Both in Soft Form and Files Management)  
3. Leaves and Attendance Management  
4. Handling the payroll  
5. Managing advance Salary, Ad Hoc Bonuses, Loans  
6. Confirmations, Performance Appraisals, Performance Management  
8. Exit-Interviews  
9. Full and Final Settlement.  
**Employee Relation -**1) Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer . 2) They are also expected to explain the various policies, strategies and benefits to employees.  
3) Able to stop all type of rumours and misleading communications.  
4) Assist & motivate the employees on day-to-day basis.

**Sales Operations:**

1. Look after all sales activities (Spare parts Division). Hence maintain branch wise incentive according to activities of Sales (spare parts).
2. Updates stock records with compliance of Dubai and Korea vendors.
3. Prepare and updates VOR report for Korea Head office.
4. Assist sales and and provide training of Aljabr sales operating system.
5. Assist day to day sales operations.

**JOB SUMMARY**

* Established Organization structure & HR department
* Conducted Training on Appraisal System & Succesation planning
* Introduced and implemented performance appraisal system through MBO
* Compliance with contractors (Approval of payroll sections).
* Update all necessary internal and external records documents of the company ,vendors

##### **C.TOYOTA SOUTHERN MOTORS KARACHI**

Worked as **SENIOR EXECUTIVE ADMINSTRATION** to look after the complete HR and ADMIN function.

* Ensure strict adherence by all staff to the company’s rules and regulations, and initiate and complete appropriate disciplinary proceedings wherever necessary.
* Manage Reporting System.
* Maintain and update all necessary internal and external records documents of the company.
* Follow up of all regulatory and legal matters.

##### **D. Super Star (SuperTech) Auto parts (PVT) JAN 2010-DEC 2011**

Worked as **Human Resource Executive** In charge of Karachi office to look after the HR & Administrative matters of Karachi office to other branches.

**ACHIVEMENTS:**

* Restructured HR department in Regional Office (Karachi)
* Prepared Recruitment & Manpower development budget of Regional office
* Development & Implementation of job analysis.
* Supervising the personnel functions including recruitment of new employees, arranging test/interviews according to approved recruitment process and forwarding recommendation to the competent authority for decision

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**EDUCATION**

* MBA-HRM, (FEDERAL UNIVERSITY KARACHI PAKISTAN) 1st Div
* PGDPA : POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (Karachi University )1st Div
* BBA – (HONS) , BACHELOR IN BUSINESS ADMINISTRATION 1st Div

**PROFESIONAL TRAINING & COURCES**

* Passed Diploma in Human Resource Management (Karachi university )
* Attended Work shop on “Art of Managing People”
* Attended Work shop on “Effective Communication Skills
* Attended Work shop on “Team Building Skills.

**INTREST**

Traveling, Surfing the Internet and Reading Books.

**REFRENCE:**

Available upon request.