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***Zaka Ur Rehman***

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##### Career objective

* Seeking a position with a progressive organization that can provide me opportunity to learn and grow.

##### Summary of skills

* An experience in , recruitment, payroll and TNA analysis.
* Experience in employee grievance handling, developing and implementing disciplinary policies,
* Have more than **4 years** of experience with dealing in Human resources/Administration in different industries.

##### Experiences logo

**Haseeb Waqas Group of Companies(16-09-2013 Till date)**

**Human Resource Executive**

* Recruit and coordinate interviewing, references, and documentation for staff hiring.
* Interview applicants about their experience, education and skills  
   Follow up on hiring decisions.
* Distribute, complete and process paperwork for new hires.
* Work with employees to answer benefits questions and assist in processing life events and open enrollment elections.
* Conduct new hire orientation and benefits orientation to build a strong foundation for new employees and increase employee engagement.
* Ensure that employees are aware of Human Resources policies and benefits programs on a continuing basis.
* Request information from law enforcement officials, previous employers, and other references in order to determine applicants' employment acceptability.
* Prepare organizational charts, and other templates and forms.
* Identify training and development opportunities
* Complete all necessary documentation on employee’s resignation/termination, charge sheets. i.e. prepare final settlement of accounts, clearance/ Experience certificate etc.
* Payroll Management.
* Leave Management.

**KOHINOOR INDUSTRIES **

**HR Assistant (26-10-2011 to 15-09-2013)**

* Manage the joining process of a new Worker (fill employment, Social Security Forms , and medical test, joining report)
* Dealing with Social Security / EOBI / EFU
* Maintain all personal files of Workers and maintain record in HRM system
* Manage full and final settlement of resigned employees
* Managing the work flow of HR operations side (Transformational side) which includes attendance, leaves, rests, shifts, outdoor duties etc

##### Qualifications

* **L.L.B** Bahauddin Zakariya University, Multan [2015-- continue]

* **MPA** (Masters in Public Administration) [ 2009 – 2011 ]
* Specialization in Human Resource Management
* Govt Collage University Faisalabad.

**Diplomas**  .

* Human Resources (Recruitment & Selection)
* Compensations & benefits

**Professional Affiliation**

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* A Member HR Executive Club of GCUF
* Time Management Certificate
* Diploma in Computer Hardware and Software (from Fast institute. Okara

##### Personal Information

Father’s Name Niamat Ali CH

Date of Birth 10-01-1988

C.N.I.C 35303-3020923-1

**REFERENCES:**

Will be furnished if desired.