

Sohail Ahmed

Assistant Manager Human Resources

Contact & Details

Address

Karachi, Sindh, 75230 Pakistan

Phone

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E-mail

sohailcu@gmail.com

Skills

HR policies and procedures

Onboarding and Orientation

Payroll coordination

Payroll Processing

Employee Onboarding

Performance Appraisal

Problem-solving aptitude

Teamwork and Collaboration

Multitasking

Persnol Details

Father Name: Ishtiaque Ahmed

CNIC: 42201_1555039_9

Date of Birth: 7th August 1991

Marital status: Married

Religion: Islam

Results-driven Assistant Manager offering 8+ years in achieving positive human resources results for FMCG Companies. Articulate negotiator skillful in supporting competitive company growth by sourcing top-quality applicants for critical roles. Organized planner with excellent team leadership and program management abilities. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2021-12 -

Current

Assistant Manager - HR

Mehran Spice & Food Industries, Karachi, Sindh, Pakistan

- Managed payroll administration, ensuring timely and accurate salary disbursements to all employees.
- Participated in talent acquisition initiatives, effectively filling open positions with qualified candidates in a timely manner.
- Established strong relationships between management teams across departments through effective communication channels and routine meetings.
- Resolved employee disputes in a timely manner, fostering a positive workplace environment and minimizing disruptions.
- Facilitated annual performance appraisal cycles by preparing necessary documentation for managers' review sessions with their respective direct reports.
- Coordinated various team building events to promote collaboration, improve communication, and strengthen team dynamics among employees.
- Motivated employees through special events and incentive programs.
- Manage KPI and performance review of Employees.
- Job Role Perform as HRBP in Sales & Marketing Department.
- Manage BA & Merchandiser Program nation wide Pakistan.

2019-12 -

2021-06

Senior Executive Human Resource

Mehran Spice & Food Industries, Karachi, Sindh, Pakistan

- Streamlined operations for increased efficiency by identifying bottlenecks in sales processes and implementing targeted solutions.
- Implemented comprehensive risk management strategies to protect the organization from unforeseen financial pitfalls.
- To prepare Attendance & Pay Roll and forward it to finance department.
- To compile, reconcile and evaluate incentives of sales team with support from Secondary sales Software "SAMs" and execute.
- Coordinate with sales team in aggregating their medical and health insurance data & process their claims accordingly, "Life Insurance & Health Insurance".

Computer Literacy

Ms, Window 95, 98, XP & Windows.
7/8/10/11.

Windows updating

Software Installation

Troubleshooting

ERM & Sales &
Distribution Secondary Sales
Software (SalesFlow)

2014-01 -
2019-11

- and health insurance data & process their claims accordingly, "Life Insurance & Health Insurance".
- To assist seniors (Marketing & Other Departments of MSFI) in planning Itinerary and make hotel bookings.
- Co-ordinate with sales team in arranging their gadgets and vehicles as per entitlements, also supporting them in vehicle maintenance and other gadget issues.
- Complete On Boarding process "from ERF till Joining" (Add Posting, Screening, Shortlisting, interview schedule, and finalize.

Sales & Marketing Coordinator (HR Ops. Sale & MKT)

Mehran Spice & Food Industries, Karachi, Sindh, Pakistan

- Boosted sales revenue by developing and implementing targeted marketing campaigns.
- Achieved customer satisfaction through prompt response to inquiries, leading to repeat business and positive referrals.
- Maintained daily basis Attendance of all Field staff (Mangers & Bookers Supervisor & BAs) Approx 500+staff.
- Prepared & Manage All Field Staff Salaries (Mangers & Bookers Supervisor & BAs) □ Approx 500+staff.
- Maintained Daily Exec Sales of Sales Team & BA's.
- New appointment updated of data base.
- Making appointment and terminations
- Making LMT's Store agreements.
- Bookings hotels & traveling nationwide of MGMs, & Team
- Make Incentives of Sales Team & BA's
- Billings all Media Agencies & Hotel & Travels.
- Check Trackings of Media TVC
- All H.R Related Matters & Coordination between Sales & Marketing Department & H.R & finance & Admin.
- Final Settlements of Sales Teams members.
- Dispatching couriers (Trade offer, Gifting, each & everything sales and marketing departments).
- SIM issues & Blocking & all related matter of Selected Communication Company for sales team.
- MSR update Primary & Secondary sales and share with management.
- Maintained all company gadget details of company (Vehicle, Laptop, Mobile, Fuel Card etc.)
- Maintained compile data base of all field staff.
- Maintained yearly increment working of sales team and share with management.

2011-09 -
2013-12

Sales Analyst

Mehran Spice & Food Industries, Karachi, Sindh, Pakistan

- Increased sales efficiency by streamlining data analysis and reporting processes.
- Provided valuable insights to management with detailed competitor analysis and market assessments.
- Supported sales team performance by creating effective tracking tools and systems for monitoring progress.
- Collaborated with marketing teams to develop targeted campaigns that drove increased leads and conversions.
- Manage the Projection Plan, MTD, End Stock Report, Zonal

- Sales & Tour Plan report collect every.
- Prepare all sales report and forecasting.
- Responsible to monitor the Online Sales Reporting System as an Administrator and create the user accounts, also assigned the user role, visits the site and give them Trainings.
- Verify DSFs online product availability and updates on daily basis.
- Responsible to update and analyze the sales data into Online Sales Reporting System.

2009-12 -
2011-08

Cashier & Inventory Auditor

Ideas by Gul Ahmed, Karachi, Sindh, Pakistan

- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Welcomed customers and helped determine their needs.
- Maintained a balanced cash drawer, ensuring accurate accounting at the end of each shift.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- File and retrieve corporate documents, records, and reports.
- Daily Sale Maintain & Send to Management throw Mail & SMS.
- Weekly & Monthly Basis Stock Inventory.
- Maintain the all inventories record of Department wise.
- Physically stock checking & Maintain stock report weekly
- Daily Maintained Attendance or Stuff and send to H.R Depart.

Education

Bachelor of Commerce ~ Continue...

Generative AI Cloud ~ Continue... , (Governor House Sindh, Karachi)

Inter In Commerce ~ Aisha Bawani College, Karachi Sindh

Metric In Science ~ White Rose Grammer School, Karachi Sindh

Additional Information

Hifz-UI-Quran form Darul-ulom-Manzar-e-Islam with certification.