Mahnoor Khan

Sterling Heights, MI - Email me on Indeed: indeed.com/r/Mahnoor-Khan/28d5df765c2682bf

Authorized to work in the US for any employer

WORK EXPERIENCE

HR Manager
 - December 2016 to Present

* Processed Background checks, reference checks and coordinated drug screenings.
* Scanned confidential documents into electronic filing system and categorized them for retrieval and review.
* Auditing personal records to ensure completeness and accuracy of information.
* Created and prepared paperwork for all new hires, tracked attendances, recorded personal and vacation time and ensured that benefits department was notified of all leaves of absence on a weekly basis.
* Coordinated daily operations and morning staff meetings, addressed and resolved customer complaints.
* Responsible for the recruitment and supervision and performance evaluation of clinical, administrative and medical staff.
* Provided training to enhance workplace performance at all levels of staffing.
* Manage all payroll functions and staff including bi-weekly payroll administration, computing commissions and bonuses.
* Handled employee complaints and dispute resolutions as well as regular employee reviews.
* Replying to any correspondence and emails.
* Answering telephone calls and dealing with enquiries.
* Updating both manual and electronic personnel records when a employees personal details change and also maintained personnel files in compliance with applicable legal requirements.

HR Manager
Amarillo Urgent Care   -   Amarillo, TX - November 2014 to November 2016

* Manage all payroll functions and staff including bi-weekly payroll administration, computing commissions and bonuses.
* Welcome all patients, answer inquires and handle their registration process.
* Answer multi-line phones, filing, faxing, scanning documentation.
* Completes all tasks assigned in a timely manner.
* Verifies insurance through phone calls and websites. Collect patient balance and enter into the EMR.
* Organize and Maintain the HR Files and Systems. Assists with the hiring process by posting positions, tracking applications.
* Updating both manual and electronic personnel records when a employees personal details change and also maintained personnel files in compliance with applicable legal requirements.
* Monthly Scheduling for the staff and providers.
* Miscellaneous duties as assigned.

HR Coordinator
Blue water Home Health Care   -   Clinton Township, MI - August 2013 to October 2014

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Substitute Teacher

Avondale School District   -   Auburn Hills, MI   -   September 2009 to July 2013

* Keep accurate attendance reports.
* Maintains accurate, complete, and appropriate records and files reports promptly.
* Organizes students for effective instruction.
* Manages student learning in accordance with the goals and directives of the school.
* Maintains a discipline and classroom control that fosters a safe and positive environment. for all students and staff in accordance with school and county policies.
* Assigns reasonable tasks and homework to students.

Human Resource Manager

Melanex Trading Company   -   Lahore, PK   -   April 2003 to May 2008

* Determined and meet customer's needs and expectations.
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which coordinating travel as well as lodging arrangements.
* Organize and register staff for workshops and staff development.
* To ensure that Job Descriptions are up-to-date and accurately describe each position
* To ensure that the Training Program provides for the training needs identified at appraisals.
Key Achievements:
* Prepared new strategies and plans for increasing business.
* Arranged different training programs for the employees.
* Maintained good work environment in the company.

EDUCATION

Master of Science in Human Resource Management
Central Michigan University   -   Mount Pleasant, MI
2013

Master of Science in Business Management
Preston University   -   Lahore, PK
2007

Bachelor of Science in Computer Sciences
Preston University   -   Lahore, PK
2003

SKILLS

TRAINING (6 years), HR (3 years), PAYROLL (3 years), SCHEDULING (2 years), AUDITING (1 year)

ADDITIONAL INFORMATION

Areas of Expertise:
• Web Development
• Database maintenance
• Project Planning & Management
• Microsoft Office Skills
• Payroll Processing
• Process Auditing
• Hiring and Training

• Cross-functional Group Collaboration
• Personal File Management
• Work Scheduling and Inventory Control
• Administrative Duties
• HR Policies and Procedures
• Employee Screening/hiring/orientation
• Interviewing

Technical Proficiencies

Platforms: UNIX, Windows, Mac
Applications: MS Office, Drop Box, Team Viewer, QuickBooks
Languages: C++, Visual C, Visual Basic, Java, SQL, Visual Fortran
Post Processors: Hyper Mesh