



ANEES UR RAHMAN

Defence View Near IU Main Karachi 

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OBJECTIVE

To secure a challenging Human Resources Officer/Executive with your company, where I can utilize my skills and experience in HR management.

EDUCATION

BBA-H | Iqra University – Main Campus

2019 – 2023

Graduated with 3.39 CGPA

Intermediate | SZABIST IMC Larkana

2016 – 2018

Cleared Intermediate in Pre-Engineering with A+

Matriculation | Govt. Boys High School

2016 – 2018

Cleared Matriculation in Science Group with A+

EXPERIENCE

HR-Intern | Premier Sales Pvt. Ltd

SEP 2022 – NOV 2022

- In tenure of my Internship, I understood the processes of Operation & Services, Talent Acquisition in Premier Sales Pvt. Ltd.

Major Responsibilities:

- Job posting and Hunting through PSPL Portal as well as social & career websites i.e. Indeed LinkedIn
- Shortlisted candidates and make interview calls.
- Manage Health & Life insurance claims process and Claim follow ups on weekly basis.
- Updated ERP and Human Resources Information System (HRIS) database.
- Maintained HRIS and kept employee files up to date and accurate.
- Maintain induction report of new employees. (Monthly)
- Conduction of exit interviews for turnover report. (Monthly)
- Prepare Job offer letters & bank letter for both (Dormant and New account).
- Digitalized employee files through "HRIS".
- Assist the HR team in organizing career fairs and special events.

MTO-HR | Matrix Pharmaceutical Pvt. Ltd

DEC 2022 – FEB 2023

- My MTO Journey was little bit different from previous one.
- **Major Responsibilities:**
 - Manage region wise employee files.
 - Manage Health & Life insurance claims for reimbursement processes.
 - Attendance management by using HCM.
 - Maintain induction report of new employees.
 - Ensured all employees confirmation date and send probation evaluation form to their supervisor.
 - Manage all resign employees` queries and issues.
 - Taking Follow-ups from their supervisors of ex-employees to proceed Full & Final settlement processes.
 - Prepare Letters (Offer, Promotion & Demotion Letters, Bank, Termination, Transfer, Appointment letters and so on.)

HR OFFICER | Matrix Pharmaceutical Pvt. Ltd

MAR 2023 – CONTINUE

- **Major Responsibilities:**
 - Job posting through social & career websites.
 - Shortlisted candidates and make interview calls.
 - Maintain Employees` files (Region Wise).
 - Manage Health & Life insurance claims for reimbursement processes.
 - Attendance & Leave management.
 - Maintain induction report of new employees.
 - Ensured all employees confirmation date and send probation evaluation form to their supervisors for their confirmation.
 - Manage all resign employees` queries and taking Follow-ups from their supervisors of ex-employees to proceed Full & Final settlement processes.
 - Prepare Letters (Offer, Promotion & Demotion Letters, Bank, Termination, Transfer, Appointment letters and so on.)
 - Assist the HR team in organizing company`s events and also the part of CSR Team.



PROJECTS

- **Management Functions Analysis Project on Orient Energy Pvt. Ltd.**
 - Project of Fundamental of Management course, in which we conducted interview from HR Manager about management functions, SWOT Analysis of Orient Energy Pvt. Ltd. And made a report on it.

➤ **Marketing Project on Mondeleze International (TANG)**

- Analyzed and made a detailed report on Product life Cycle and Marketing Mix of brand (TANG).

➤ **Sales Project on Unilever Product (Pond's Moisturizing Lotion)**

- Generated required revenue by selling our product (Pond's Moisturizing Lotion), This project abled to set the right target market and audiences.

➤ **Human Resource Project on Glaxo Smith Kline (GSK)**

- Conducting research through concern people & internet. After that developed a report on "Training and Development" HR function of GSK.

➤ **Research Project on Premier Sales Pvt. Ltd**

- A university mandatory research project, in which have to select any company and find out their problem then give them solutions.
- Selected company: Premier Sales Pvt. Ltd. (Sales & distribution business).



SKILLS

- MS Office
- HRIS - Human Resource Information System
- Microsoft Dynamics ERP (Enterprise Resource Planning)
- Motivated
- Punctual
- Hard Worker



COCURRICULAR ACTIVITIES

- Volunteered at IU JOB FAIR 2022 as a facilitator.
- Volunteered at HEC Career Connect Job Fair 2022 as a facilitator.
- Ambassador of (YIC) Young Investors Challenge 1.0



FIELD OF INTRESET

- Human Resource Management (HRM)