# PROFESSIONAL SUMMARY

A mid-level Human Resource Professional with 5 years of core Talent Management experience in the Textiles, IT, IT Services and BPO Industries. A key runner in Strategic Talent Management life-cycle.

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| --- | --- | --- |
| * Strong Learning Agility * Talent Management * Content Management * Strong Analytical Skills * Recruitment | **SKILLS & EXPERTISE**     * Event Management * Policy Designing * Professional Accountability * Flexibility | * Problem Solving * Employee Engagement * Stress Management * Excellent Communication Skills * Time Management |

# SOFTWARE PROFICIENCY

Oracle EBS R-12 • MS Office • Smart HCM • Work Base Hub

**EXPERIENCE**



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**Executive – Talent & OD Specialist December 2022 till March 2023 (ABTACH Limited)**

* Determining best ways to engage employees, such as through contests or recognition programs.
* Conducting exit interviews with departing employees to gather information about why they are leaving the company and how to improve retention rates.
* Scouting to deliver talent sets to fill out departmental requisitions in short deadlines.
* Providing orientation sessions to new employee batches.
* Tailoring grievance mechanisms for different business units by collaborating departmental heads.

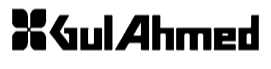
**Senior Human Resource Executive March 2022 till December 2022 (RexD Pvt. Limited)**

* Facilitating employee engagement events.
* Identifying current employee nominations for training sessions.
* Researching new employee engagement practices to promote employer brand.
* Develop talent acquisition strategies and hiring plans.
* Lead employer branding initiatives.
* Conduct interviews of candidates for first rounds.
* Take steps to ensure positive candidate experience.
* Assist in employee retention and development.
* Organize and/or attend career fairs, assessment centers or other events.

 **Senior Talent Acquisition Executive**

## May 2020 – March 2022

* Recruit (technical and non-technical) by preparing job descriptions, post ads on job portals and manage the hiring process.
* Employee Branding, different social media strategies to make a company attractive for job seekers.
* Brief the candidate about the responsibilities, salary and benefits of the job in question.
* Prepare resumes and correspond to forward to management regarding suitable applicants and draft emails.
* Assist with day to day operations of the HR functions and duties.
* Compile and update employee records and recruitment records (hard and soft copies).
* Prepare show cause, suspension and termination as per organization policy.
* Deal with employee requests regarding human resource issues, rules and regulations.
* Prepare and timely execution of job offer to the new inductee.
* Conduct Employee Exit Interviews.
* Manage company wide events and take employee engagement initiatives.

**Senior HR Executive**

## January 2018 – March 2020 Central Operations & Organizational Development

* Responsible for developing, executing and facilitating the delivery of company-wide events and activities for employees of all cadre.
* Manage employee personnel files and update records on HRMS.
* Provide support and analysis of employee engagement and workplace culture.
* Follow--up for job requisition form requirements from concerned Head of Departments for placing job ads and actively hunting for employee referrals as well as posting on company career job boards and linkedin.
* Tailor and re-design organizational documents and forms for achieving effective criterions and transparency in process flow
* Facilitate workshops and training sessions on various topics including performance management philosophy, process, and tools.
* Develop trainings consistent and tailored with instructional design standards, and knowledge of the targeted audience.
* Develop and contribute in areas of organization development such as performance management and talent management.
* Spearheaded to manage company profile and suggest website content of social media activities of the organization.
* Facilitate HR business partners to design, develop, source and evaluate OD solutions in order to continuously enhance customer and employee engagement, efficiency and return on investment (ROI).
* Collaborated with HR Business partners and service line leaders to establish and execute strategic plans that increase effectiveness of current organizational systems, dynamics, culture, competencies, management and related practices.

# EDUCATION

* MSc. Organizational Psychology & HRM (IoBM 2020 - 2022)
* BBA-H
* Intermediate-Pre Engineering

( Iqra University – 2018- 3.2 CGPA )

(Govt. Degree College )