

## **AMAR ASGHAR**

Address: Plot# N-107, Sector 6-J/2, Defense View Phase III.

Cell number: 0345-6054321/ 0335-1399436

E-mail: [amarasghar21@gmail.com](mailto:amarasghar21@gmail.com)

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### **OBJECTIVE:**

To seek a more challenging and senior position in a professional and dynamic organization with an aim to contribute toward the objectives of the organization, and simultaneously develop my professional skills.

### **EXPERIENCE:**

#### **4 Years of Professional Experience**

- *Currently working as **HR Officer** at **SZABIST** from September 2018 till February 2020.*

#### **Responsibilities:**

- To prepare and maintain personal record of all the Faculties/Staff at SZABIST.
- To work closely with departments by assisting, Head of Departments/ line managers to understand and implement policies and procedures.
- To prepare appointment letters, rate lists, and maintains contact lists of Visiting Faculties, and provides data to Finance department for preparing payments.
- To handle daily requests or complaints from faculties/Staff through email, phone calls or in person.
- To update employees' attendance and leaves record on in-house software.
- To supervise and assist appraisers, at the time of performance appraisal of employees.
- To ensure that employees sign bond that are availing continuous education plan at SZABIST.
- To develop performance appraisal forms, coordinate with relevant departments for the initiation of the activity. To compile all the received data and submit the final ratings to Finance Dept. for Annual Merit Increments.
- To prepare and issue various letters, related to HR such as appointment, confirmation, Warning, contract letters and etc.

- *Worked as **HR Executive** at **MEW (Pvt.) Ltd** from September 2015 till Nov 2017.*

#### **Responsibilities:**

- To prepare payroll timely on the basis of checked and verified attendance of employee.
- To look after recruitment process by advertising positions, identifying and communicating with potential candidates, conducting interviews, performing employment verification and background checks and assisting with notifying the candidates with their decision.
- To receive and to effectively handle employee complaints, to escalate employee complaints to the level of disciplinary action when necessary.
- To look after employee relation and grievance handling.

- To prepare policies with the management and to revise the existing policies.
- To prepare and update JDs.
- To track employee progress, noting promotions, recognitions and policy violations and documenting them accordingly.
- To facilitate the layoff, firing or departure process of employees who leave voluntarily. This involves conducting exit interviews and administering full and final settlements.
- To manage employee absenteeism, tardiness and performance related issues and to assist SMHR to deal with such issues carrying out disciplinary action as require.
- To assist SMHR with downsizing, firing and termination decisions.
- To look after insurance related matters.

**Key Interest:**

- Compensation & Benefits
- Recruitment & Selection
- Employee Relation

**INTERNSHIPS:**

- Eight Weeks Internship in Talent and acquisition Department at Summit Bank.
- Six weeks certified Internship in the Corporate Solutions & Finance Dept. at MetLife Alico Insurance Company in 2013.
- Six weeks Internship in the HR Dept. at IBEX Global in 2014.

**EDUCATION:**

- **University**

Iqra University  
Masters of Business Administration (HRM)

**University**

Jinnah University for Women Karachi Pakistan  
Bachelors of Business Administration (HRM)

- **College**

B.A.M.M PECHS GOVT. College for Women, Karachi  
I.Com (A grade)

- **School**

Al Abbas Secondary School  
Matric – Science (A One grade)

**SKILLS:**

- Payroll management skill
- Grievance handling skill
- Problem solving skill
- Recruitment skill
- Negotiation skill
- Communication skill

**PERSONAL INFORMATION:**

Father Name: Asghar Bhatti (Late)  
CNIC: 42201-5188489-4  
DOB: 30th March, 1993  
Marital Status: Single  
Gender: Female