

Mubashir Waheed

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Profile Summary

Certified -HRP and a seasoned HR Generalist with having 06 years of diverse experience of well-known organizations. I have good understanding of Functional and Operations Areas of HR Department especially, Compensation & Benefit, Performance and Recruitment & Talent Acquisition Furthermore, I have familiar with MS word, MS Excel, HRMS/ERP implementation.

Achievement

Successfully designed Oracle ERP Compensation & Benefit Modules (Time Management, Leave Management, Payroll Management, Employees separations, Employees Settlement, Bonus, Annual increment, Loan & Advance, Health & Life Insurance and Performance Management) currently it is in implementing phase.

Successfully completed “CHASEUP Your Shopping Partner” HR Service Delivery Project for new stores

- Inter City Gulshan Store
- Out City Faisalabad Store and Jaranwala warehouse

Successfully implemented and designed Human Resource Management Software in Dr. Ziauddin Group of Hospital which included different Modules (Payroll Management, Attendance Management, Separation, Full and Final Settlement and Performance Management.

Expertise & Experience

Yunus Textile Mill Ltd. (17 Aug 2019 to Date)

Working as Assistant Manager - HR Operation and Automation (17 Aug 2019 to date)

- Conducting Interviews of all Stitching Staff.
- Liaison with recruitment agency for bulk hiring.
- Look after all matter related to HR Operations in factory.
- Handling Employee grievance and disciplinary matter as per company policy.
- Handling EOBI and SESSI related matter.
- Liaison with all government institution related to labor law.
- Responsible of automation of HRMS Oracle Application
- Design Leave Application, Loan, Advance, Transfer Medical Insurance Form and currently all are in UAT Phase.
- Responsible of Designing and implementing HR Policy and procedure
- Responsible of Drafting Letter and HR Form related to HR Operations.
- Making all report related to HR Operations Division on monthly basis
- Processing and finalizing Payroll of YTM Unit II and III
- Finalizing and process temporary and contractual employee salary
- Making and finalizing full and final settlement

CHASE UP (29 Dec 2015 to 18 May 2019)

Working as Assistant Manager - HR Service Delivery (01 Jan 2019 to 18 May 2019)

- Implementation of Oracle EBS suit in Chaseup
- Making all report related to HR Service Delivery on monthly and yearly basis
- Processing and finalizing Payroll of all entity of Chase Up Shopping partner
- Prepare all bank and cash salary disbursement sheet
- Look after and complete all formality related to employees bank account
- Attendance, Time Sheets, and Over Time Hours of all store, Warehouses and Head office.
- Finalizing and process temporary and contractual employee salary
- Making finalizing full and final settlement
- Processing Loan and advance as per policy
- Liaison with EOBI and SESSI related to employee enrolment matter.
- Handling Employee Grievance and Disciplinary case.
- Prepared bonus, increment, employee conveyance and leave encashment sheet
- Process health and life insurance claim of all staff as per policy
- Liaison with Jubilee Corporation related to health and life insurance enrolment

Worked as Senior Executive (01 Jul 2017 to 31 Dec 2018)

- Run Payroll of all entity of Chase Up Shopping partner
- Verify and monitoring Attendance, Time Sheets, and Over Time Hours of all store, Warehouses and Head office in Pakistan
- Make full and final settlement
- Calculated bonus, increment & Employee conveyance
- Maintain and updating Employee Management System
- Handling Employee Grievance and resolved as per policy
- Maintain and preserve old employee record
- HRM Software updating as per need

Worked as HR Officer (29 Dec 2015 to 30 Jun 2017)

- Verify and monitoring Attendance, Time Sheets, and Over Time Hours of all store, Warehouses and Head office in Pakistan
- Proceed salary of contractual staff
- Make full and final settlement
- Managing Employee's Leave Record
- Maintain and updating Employee Management System
- Handling Employee Grievance and resolved as per policy
- Maintain and preserve old employee record

Dr. Ziauddin Hospital (Feb 2013 to 28 Dec 2015)

Worked as HR Officer (26 June 2014 To 28 Dec 2015)

- Generating Job Description and Job Specification
- Shortlist applications, matching the required qualification and experience
- Scheduling and calling the candidates for interview

- Responsible for issuance and maintenance of Offer Letter, Appointment Letter, Confirmation Letter, Promotion Letter, Account Opening Letters, and Internal Memorandums etc.
- Cleared Full and Final settlement
- Writing, Printing and Distributing the Company Staff Hand Book.
- Updated HR Manual of the company.
- Designed Job Application Form
- Designed Performance Management Forms
- Maintain record/data of Close and X- Employee's file.
- Identified and development training contents as per needs through a training Need

Worked as HR Assistant (26 July 2013 To 25 June 2014)

- Verify Attendance, Time Sheets, and Over Time Hours
- Clear Employee Final Dues
- Managing Employee's Leave Record
- Drafting Letter Such Late Coming, Unauthorized Absenteeism, Show Cause notice, Warning Letter, Termination Letter.
- Handling employee relation matters and grievances.
- Verification of Ex-employees

Human Resource Trainee (26 Feb 2013 to 25 July 2013)

- To Assist in all Section of Human Resource Department It was an Assignment Base Training Ship

HR Internee at Pakistan Steel Mill (Nov 2011 – Dec 2011)

Academic Qualification

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| ▪ MPA (Human Resource) | 2011-2012 | University of Karachi |
| ▪ BPA (Human Resource) | 2008-2011 | University of Karachi |
| ▪ D.A.E. (Electronics) | 2004-2007 | Govt. College of Technology S.I.T.E |
| ▪ S.S.C (Science) | 2003-2004 | Ali Ali school Sharifabad Karachi |

Certification / Award

- CHRP from HR Plus Karachi
- Effective Business Communication
- Mastering Excel Program from Sindh Development Council

Area of Interest

- HR Operation
- Compensation & Benefits
- Recruitment & Selection