

Yaruq Sohail

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Objective:

As a Professional, my aim my aim is to be the source of constant changing HR for your organization and build/strengthen your relationship with your Stake holders.

Work Experience:

HR Business Partner (South)

Jun 2018 – Date

SkyElectric, Karachi

Job Duties

- Provide partnership in performance planning, interpretation of company policies and programs, performance management, employee relations, talent development and retention activities
- Manage recruitment for all roles, support for recruiting strategies and determining recruiting priorities. Interview all potential candidates to ensure a cultural fit to the company
- Provide consultative support and guidance to managers on implementation and coordination of core national and regional HR team programs and processes
- Building good relationships with all managers and staff at all levels by developing a thorough understanding of our culture, organizational structure and talent
- Adviser/ coach to managers in resolving employee relations, performance, staffing related issues in accordance with company policy and procedures as well as local labor law. Also, provide an advisory service to employees ensuring that they are fully aware of their rights and entitlements
- Manage the Annual and Mid-Year Performance Review process and ensure all goals are updated by the required deadline
- Assisting line managers in delivering meaningful feedback and evaluating appropriate promotion and increase recommendations based on performance
- Working with the management to determine training needs based on business requirements and individual developmental needs as determined by the performance review process
- Promote a culture of feedback and open communication
- Handle the full Payroll cycle, manage Gratuity, EOBI and Employee Income Tax related matters in accordance to Pakistan's labour law
- Designing of short-term and long-term motivation programs and incentive schemes for all employees
- Be able to assist in annual headcount planning, staff cost budgeting, annual audit, HR analytics and reporting
- Coordination of the medical insurance program, monitoring trends in the market of health insurance and other insurance programs
- Organize team building and events for the company

Senior Officer - HR**Mar 2017 – May 2018**

GEO Television Network, Karachi

Job Duties

- Responsible for a complete recruitment cycle, including but not limited to requisition creation and tracking in ATS, job launching call, sourcing and selection, candidate presentation, interview arrangement and offer management until the candidate gets onboard
- Execute the nationwide GEO TV Internship Program, General Elections Cell and Ramadan Transmission Program
- Ensure that manpower requisitions and staff movements are in accordance with the approved organization chart and staff establishment
- Conduct interviews of shortlisted candidates and forward to client for further process
- Budgeting and participating in Job/internship fairs and Recruitment drives
- Support various recruitment projects as per request, such as employer branding, process and policy optimization, system optimization, campus recruitment, etc
- Manage employee data & act as a POC for all HR policies, employee development projects & related matters

Sr. Coordinator - Placement & Corporate Affairs**Jan 2014 – Feb 2017**

Iqra University, Karachi

Job Duties

- Provide career counseling & coaching
- Analyzed and identified potential new placement opportunities to meet current and future placement requirements
- Strengthen corporate relations of Iqra University with all the stake holders
- Acquiring and managing Iqra University's Corporate Membership of professional forums; such as MAP, SCAP, PICG and MAP
- Acquiring commercial research projects for Iqra University from the leading corporations
- Train 1400+ Students on Career Readiness through a structured program in collaboration with Injaz Pakistan
- Organizing External Corporate Events with various Professional Forums
- To organize Seminars, Guest Speaking Sessions & Workshops for developing effective Industry-Academia Linkage
- Advisor for Iqra University's Corporate Societies

Education:

Institution	Degree	Years
Institute of Business Management	Post-Graduate Diploma (HR)	2017
Iqra University	MBA (HR)	2015 – Date
Iqra University	Telecommunication Engineering	2010 – 2014

Trainings/ Corporate Participation/ Extra Curricular Activities:

- Attended a half-day training on Leading Execution by Management Association of Pakistan
- Attended a two-day training on Competency Based Interviewing Skills by PSTD

- Attended a one-day training on Re-inventing the Organization by Management Association of Pakistan
- Attended a one-day training on Digital Transformation by Management Association of Pakistan
- Attended a four-day training on Apply Valley Consultancy's 'Personality Development & Employment Skills'
- Attended a one-day training on Art of Public Speaking by Management Association of Pakistan
- Attended a half-day training on Conflict Resolution by Burque Corporation
- Conducts training session on Competency Based Interviewing Skills for GEOTeam HR
- Organized HR Conference: HR Policy Framework for Investment Climate in Pakistan by SHRM Forum of Pakistan at Marriott Karachi
- Organized "The National Mirror Committee Meeting on HR standards" of SHRM – Forum Pakistan at Iqra University
- Founder of Iqra University's Public Speaking Club "Lets Talk"

Professional Achievements:

- Executed the largest Sales Trainee Program of Renewable/ Energy Sector by hiring 300 trainees nationwide with a successfully conversion of 54.5% trainees into the permanent roles.
- Recruit & Develop a completely new team for Falcon Education Consultancy acquired by Jung Media Group under the direct supervision of Head of HR & Chairman
- Designed & Organized Iqra University's On-Campus Job Fairs (2013- 2017) with a record participation of corporate organizations
- Successfully placed the batch of 700 Iqra University's Graduates in the Corporate Sector
- Developed a database of more than 10,000 job/ internship seekers of Iqra University from various disciplines to feed human recourse requirements of the corporate sector