**Basit Hasan**

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**DOB:** September 11, 1989

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| ***A motivated, goal oriented HR Professional with more than 6 years of experience in Talent Management, Employee Engagement, Training and Development, Organizational Development, HR Operations and Performance Management.*** |

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| **Employment History** | | |
| **Organization Name** | **Designation** | **Tenure** |
| Hilong Group of Companies | Lead HR Operations | March 2020-April 2020  (Laid off due to Covid-19) |
| Nelson Paint Industries (Pvt) Ltd. | Associate Assistant Manager Human Resources | March 2019- February 2020 |
| Nelson Paint Industries (Pvt) Ltd. | Senior Executive Human Resources | October 2016 – March 2019 |
| Imam Clinic & General Hospital | Senior Officer Human Resources | March 2014 – September 2016 |
| DMK Recruitment Consultancy International | Recruitment Intern | December 2013 – March 2014 |
| Zeal Pak Cement Factory Ltd | Production Intern | June 2012 – August 2012 |
| New Three Star International (Pvt) Ltd. | HR Intern | June 2011 – July 2011 |

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| **Educational Qualification** | | |
| **Year** | **Institution** | **Qualification** |
| 2015 | Hamdard University | MBA(HR) |
| 2013 | Hamdard University | BBA (HONS) |
| 2009 | Govt. College Formen | Intermediate |
| 2007 | Oxford High School | Matriculation |

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| **Professional Certifications** | | |
| **Year** | **Institution** | **Qualification** |
| 2015 | SGS | Internal Auditing to Quality Management System based on ISO 9001:2008 |
| 2017 | National Institute of Labor Administration Training (NILAT) | Management and Leadership Development |

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| **Skills** | |
| **Skills and Attributes** | **Description** |
| **MS Office** | Good Command on (MS Excel, MS Word, MS Power point, MS Visio, MS Publisher and MS Access) |
| **Software Proficiency** | * Time Wizard (Limton Group Of Companies) * Time Information System (Limton Group Of Companies) * Human Capital Management (Sidat Hyder). * HCM Cloud (Multinet business Solutions) |

**Career Summary:**



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| **Designation:** | Associate Assistant Manager Human Resources |  |
| **Organization:** | Nelson Paints Industries (Pvt.) Ltd. |
| **Industry:** | Paints & Special Coating |
| **Emp Tenure:** | March 2019 – Feb 2020 |

* Responsible for all Human Resources operation related activities such as; Talent acquisition, Compensation and Benefits, Organizational Development, Performance Management, Training & Development.
* Ensure implementation of talent acquisition strategy by identifying and developing new recruitment channels; utilizing technology, sourcing mediums, and engaging professional recruitment agencies/head hunters as and when required for staffing purposes.
* Responsible for handling grievances and implementing the disciplinary procedures.
* Develop job descriptions for each position as per organization structure in coordination with department heads.
* Design and modify SOPs, Procedures, Organ gram and Hierarchies as per needs of the organization.
* Developed proposal for the management on attractive reward system for the employees of the company as per standards.  
  Prepare HR monthly report for Manager Human Resources.
* Carry out exit interviews and take action for organization betterment.
* Evaluate job roles to develop a companywide grading structure.
* Planning and executing appraisal cycle from SMART Objectives Setting on quarterly basis.
* Develop training calendar based on quarterly appraisals.
* Plan and deliver soft skills trainings.
* Correspondence with trainers for external training.
* Supervise monthly payroll making process.

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| **Designation:** | Senior Executive Human Resources | F:\My Computer\E Drive\Old pc backup\drive e\Logos\NELON-LOGO-FINAL.png |
| **Organization:** | Nelson Paints Industries (Pvt.) Ltd. |
| **Industry:** | Paints & Special Coating |
| **Emp Tenure:** | Oct 2016–March 2019 |

* Drafting job descriptions in assistance with line manager.
* Handling probation evaluation process of employees.
* Coordinate with head hunters and recruitment firms for key positions.
* Conduct the recruitment process, from sourcing candidates to on-boarding
* Manage CV database according to department wise and position wise.
* Draft letters i.e. offer letters, contracts, confirmation, experience letters, employment verification letters.
* Coordination with HCM vendor regarding the software related matters.
* Handle the payroll making and finalization process.
* Handle EOBI and SESSI related matters and portal as well.
* Check employee’s personal files made by HR Officer.
* Handle the employees grievance related matters.
* Develop reports related to employee engagement activities and handle the grievances of employees.
* Assist in making and modifying HR policies, SOPs and protocols.
* Organized and managed in-house trainings.
* Handle employee benefits related documentation and matters such as; Medical & Life Insurance, Vehicle Insurance, SIM issuance and billing related matters.

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| **Designation:** | Senior Officer Human Resources |  |
| **Organization:** | Imam Clinic& General Hospital |
| **Industry:** | Hospital & Healthcare |
| **Emp Tenure:** | March 2014 – Sept 2016 |

* Plan and conduct new employee orientation to foster positive attitude toward organizational objective.
* Prepare and post job ads on different platforms for vacant positions and participate in job fairs.
* Handle the recruitment process &managing employees’ personnel file.
* Manage and making leave encashment report on annual basis.
* Issue all types of Formal Letters to employees as required.
* Manage CV database according to departments and conduct interviews for vacant positions.
* Handling employee related issues regarding show cause, warning, verbal warning and other matters.
* Run the attendance, payroll process, and mark leaves on TIS and HCM.
* Coordinate with the concerned department heads regarding the performance appraisal of employee, Key Performance Indicators (KPIs), salary changes issues of employees and Employee Requisition process.
* Develop and implement Master Job Chart and PDP (Performance Development Path) for employees.
* Develop Performance Appraisal forms and initiate the appraisal process.
* Develop training literatures and conduct training sessions Technical and Non-Technical for employees.

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| **Designation:** | Intern- Recruitment |  |
| **Organization:** | DMK Consultancy International |
| **Industry:** | Head Hunting, Executive Search, International Recruitment |
| **Emp Tenure:** | Dec 2013 – Mar 2014 |

* Recruiting and scheduling interviews.
* Manage CV database.
* Manage the data of shortlisted candidate.
* Short-listing candidates.
* Maintaining client database.
* Developed job postings to process client orders.

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| **Designation:** | Intern- Production |  |
| **Organization:** | Zeal-Pak Cement Factory Ltd. |
| **Industry:** | Cement and Building Material |
| **Emp Tenure:** | June 2012 – Aug 2012 |

* Assist production supervisor.
* Assist in product costing.
* Worked as Trainee Store Officer.

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| **Designation:** | Intern- Human Resources |  |
| **Organization:** | New Three Star International (Pvt) Ltd. |
| **Industry:** | Rice Export |
| **Emp Tenure:** | June 2011 – July 2011 |

* Participate in HR team and all staff meetings.
* Enter data into spread sheets or databases.
* Assemble personnel and benefits files (and maintain these files, and keep them up to date).
* Assisting with screening and interviewing new applicants.