**HUMAN RESOURCE PROFESSIONAL**

**HR Operations | Recruitment & selection | Payroll Management**

**Seasoned HR Professional with 13 plus years of experience in compensation & benefits, talent acquisition and performance management in fast-paced, results oriented environment. Excellent critical thinking and complex problem solving skills.**

**C O R E C O M P E T E N C I E S**

|  |  |
| --- | --- |
| * HR Operations * Reward & Governance * SAP-HCM * Employee Loan management * Compensation and Benefits | * Talent Acquisition * Performance & Goal Management * Grievance handling * HR process restructuring * HR Audits (C&B prospect) |

**PROFESSIONAL HISTORY**

**Outfitters Lahore, Pakistan**

**Sr. HR Executive  *April 2018* till to date**

Outfitters is pioneers of providing the latest fashion apparel and leading brand of fashion and retail in Pakistan with 100+ stores throughout Pakistan. Company also vertically expanded and to cater the eastern wear requirement initiated the new brand of men & women wear with the name of Ethnic.

Here my role as **Sr. HR Executive** leading the two brands Outfitters and Ethnic, regional HR team nationwide consists of three regions, Central, North and South. My role required from participating in headcount budgeting, Payroll Planning, monthly headcount reporting, benefits cost analysis and ensuring HR compliance in coordination with admin and legal team for EOBI, Social Security, Tax. I am responsible for all timely disbursement of payroll for 92 stores and 1500 employees’ nationwide while strong coordination with team for time and attendance, incentive calculation, benefits and timely disbursement of monthly payroll while keeping headcount intact as per company policy.

My other responsibilities are as follow.

* Responsible to maintain Organization Charts & Head Count.
* Incorporating employee records and ensure validity and integrity of SAP data; Recommend process improvements and work towards processes automation.
* Responsible for Exit Employees Clearances & Final Settlements within defined timeliness through SAP.
* Responsible for the activities to the payroll processing and aiming at guaranteeing the correct payment of employees according to company policies and procedures.
* Conducts interviews’ and filters candidates for open positions.
* Maintained a pool of highly skilled candidates for any position to be open in Future.
* Responsible for Employees Health Insurance & Claims processing.
* Responsible to Maintain Provident Fund & to Process PF Loans & Salary Advances through SAP.
* Participate in the annual salary survey and suggest structural changes and revision in salary slabs accordingly.
* Making new HR policies and procedures and amending/ revise the existing policies and procedures.
* Responsible for processing of Audit allowance as per company policy.
* Successfully implemented new legislation into the system regarding minimum wage rate, as per announcement of Government of Punjab or different provinces or Capital territory.
* Provide assistance during internal audit process.

**Sefam Private Limited Lahore, Pakistan**

**Senior C&B OfficerFebruary 2015 April 2018**

Act as a **Senior C&B Officer** and HR Professional for five production units and a textile retail chain of more than 250 Outlets across nationwide with brand names Bareeze, Leisure Club, Minnie Minors, Chinyere, Home Expressions, Kayseria, Urban Culture, Rang Ja, Super Squad, The Entertainer and Armani Collezioni and Polo Ralph Lauren.

* Responsible for the activities to the payroll processing and aiming at guaranteeing the correct payment of employees according to company policies and procedures.
* Incorporating employee records and ensure validity and integrity of SAP data; Recommend process improvements and work towards processes automation.
* Responsible to Maintain Provident Fund & to Process PF Loans & Salary Advances on Monthly basis.
* Making new HR policies and procedures and amending/ revise the existing policies and procedures.
* Assist in processing of Annual Payments like: Eid Bonus 1 and 2, Leave Encashment and Medical Payout
* Preparation of monthly reports like: HR cost analysis, Attrition and Head count analysis etc.
* Responsible for Exit Employees Clearances & Final Settlements within defined timeliness.
* Successfully implemented new legislation into the system regarding minimum wage rate, as per announcement of Government of Punjab or different provinces or Capital territory.
* Coordinate with Accounts Department and bank for smooth disbursement of salaries and other HR Cost (via Electric Disbursement of Payment with different banks)
* Handled employee grievance in a sensitive, fair and respectful manner, working closely with supervisors, management and legal council.
* Execute and administer the Annual Performance Appraisal Cycle for both Permanent and Contract employees company-wide and facilitate the Business Units for interpretation of corporate guidelines across the board.

**Dawn Bread Group of Companies Lahore, Pakistan**

**HR / Admin Executive *March 2008 to* February 2015**

Acted as a Human Resource / Admin Executive and HR Professional for Three production units and a Frozen Foods & Bakery retail chain of more than 40 Outlets across the Pakistan having well-known brands (Bread & Beyond, Dawn Foods).

* Analyzes the recruitment process performance, recommends and implements changes to the recruitment process.
* Sources and attracts candidates by using databases and different channels.
* Coordinates recruitment advertisements and recruitment related events/activities with internal and external parties.
* Develop and reviewing job descriptions of all positions at regular basis and updating them with the consultation with the respective managers.
* Posts the required vacancies using different channels (website, newspapers, magazines & online recruitment agency)
* Responsible for the activities to the payroll processing and aiming at guaranteeing the correct payment of employees according to company policies and procedures.
* Responsible for implementation of Bio Metric System for employee’s attendance.
* Assisted in processing of Annual Payments like: Leave Encashment
* Prepared monthly reports like: Attrition, New joiners and Head count analysis etc.
* Responsible for Exit Employees Clearances & Final Settlements within defined timeliness.
* Handled employee grievance in a sensitive, fair and respectful manner, working closely with supervisors, management
* Executed and administered the Annual Performance Appraisal Cycle for both Permanent and Contract employees.
* Travel Management i.e. Visa process, Tickets Arrangements, Expenses Reimbursement & Monthly Invoice Handling.
* Hotel Arrangements and Monthly Invoice Handling
* Telecom Communication ( Sim Management, Monthly Invoice handling).

**Trident Construct Private Limited**

**Admin Executive *January 2006 to March* 2008**

Acted as a Admin Executive for Six construction site across the Pakistan well known of sister concern of Pace Pakistan.

* Managing the day-to-day operations of the office
* Organizing and maintaining files and records
* Arranging transportation for employees.
* Responsible for Stationery (e.g. Purchase demand, issuing & stock)
* Write and distribute email, correspondence memos, letters, faxes and forms
* Hotel Arrangements and Monthly Invoice Handling
* Telecom Communication ( Sim Management, Monthly Invoice handling)
* Travel Management i.e. Visa process, Tickets Arrangements, Expenses Reimbursement & Monthly Invoice Handling.
* Managing the Internal & External Security.

**EDUCATION**

**Certified Rewards Professional – AL Online October 2018**

Institute of Advance Learning – www.advancelearnings.com

**Certified HR Professional February 2011**

Pakistan Institute of Management

**Master in Business Administration-Marketing January 2008**

Preston Institute of Management Sciences and Technology

**Bachelor in Commerce** **June 2004**

University of the Punjab