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| Contact no.03005256641  Email: **smehnaz.t@gmail.com** |

**Syeda Mehnaz Tabussam**

**OBJECTIVE:** A challenging and rewarding Management position within a renowned organization where prior experience, personal ability, and commitment to professionalism would be of value. Position should allow for continued personal and professional growth commensurate with achievements.

To secure a position as a valued member of your Human Resources department that leverages my achievements, skills, energy, and talent for identifying superior job candidates

**PERSONAL**

Father’s Name: Syed Mazloom Hussain Shah (Late)

DOB: 15.12.1977

City: Rawalpindi.

**EDUCATION**

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| **MASTERS IN PUBLIC ADMINISTRATION MPA (with majors in HRM)** | Fatima Jinnah Women University (1999-2002)  CGPA 3.09 |
| **B.Com** | Rawalpindi College of Commerce, Punjab University ,(1997-1998) |

**RESEARCH**

Thesis on **eCommerce** in partial fulfillment for the requirements for the Degree of Masters in Public Administration, Fatima Jinnah Women University Rawalpindi

**PROFESSIONAL EXPERIENCE (Total experience: 10.4 as on June 2018)**

1. **Designation: Personnel Officer**

**Organization**: **Best way Cement Limited, Head office, Islamabad**

**Duration: Joined May 2015 - to Date**

Main Responsibilities:

* Talent Acquisition, Recruitment & Selection for all Locations of BCL HO, Sales Office & Cement Plants (Technical & Non Technical positions).
* Employee Branding
* Operations management, employee life cycle including Appraisals, Confirmation, Promotions, Increments, Dismissal, Terminations, Resignation.
* Organogram & Head Count management.
* Development, review of Policies and procedures
* Orientation, training and development, compensation and benefits.

1. **Designation: Officer Human Resources**

**Organization**: **Askari Cement limited Wah, Head office, AWT Rwp**

**Duration: 20 March, 2004 – 02 November, 2009 (5 years 8 months)**

Main Responsibilities:

* Organization and coordination or various HR functions mainly related to Recruitment & resources.
* Development ,review of Policies and procedures ,Company service Rules, issued Policy letters, Maintaining up to date company service rules and organogram
* Experience in recruitment, orientation, training, grievance handling, compensation and benefits, Managing recruitment and selection function, coordinating interviews, scrutiny of potential candidates, advertisements, compilation of employee data, verification in accordance with company policies and procedures.
* Processing of cases for Employee induction, orientation, training, confirmation, promotion, performance evaluation, increments, discipline etc.
* Preparation of HR reports, presentations, supervised updating employee personal files, various HR records.
* Talent Acquisition, Advertisements, Interviews, Shortlisting, Compensation & Benefits , On boarding & Orientation, Training & Development, Performance Appraisal
* Maintaining Policies & Procedures Manual updated, Issuing Policy Addendum & Amendments. Maintaining updated Organograms with Placements & Head Count
* Succession planning, Performance appraisal, Promotions & Increments, HR reports, presentations, Minutes of Meeting, Supervised updating employee personal files data in ERP , implementation of HRIS.

1. **Designation: DM (Admin & Finance)**

**Organization:** **M. Hanif & Co. (Chartered Accountants)**

**Duration: July 2002 - 28 Feb, 2004 (1year 7 months)**

Main Responsibilities:

* Managing recruitment function and coordinating various Administrative functions.
* Maintaining records of employees, trainees and Clients and preparation of various reports.

4. **Designation: Officer HR & Admin**

**Organization:**  **Nizampur Cement Plant, Head Office, AWT Rawalpindi Pakistan**

**Duration: July 2001 – June 2002 (1 year)**

* Worked honorary as Human Resource officer in Admin department Head Office of Askari cement Nizampur i.e a unit of Army Welfare Trust (AWT)

**Internship Training**

**1. Askari Commercial Bank, Peshawar Road branch, RWP**

**2. First Women Bank, The Mall Road, RWP**

**CERTIFICATES & TRAINING**

* **Certified Trainer –** March 06 to 08 2018 - Three days ‘Internal Trainers Boot Camp’ by Ms. Tahira Shahid.  Tarin The Trainer - How to be a good Trainer. Covering basic adult learning principles, communication. Skills, designing of curricula, handling and motivating audience and effective training delivery methods.
* **Role of a Project Manager –A Recruiter’s Perspective by Mohsin Nishat** (Chapter Lead Pakistan Human Capital Forum Margalla Chapter) 19th March, 2018. (organized in collaboration with PMI & ZABIST)
* **Workshop on Inclusive Employment**, Best practice and frameworks for Persons with disabilities to chalk out the roadmap towards a more inclusive job market through consultation, knowledge and experience sharing by leading corporate sector and development organizations. Organized by Telenor Pakistan in collaboration with STEP (Special Talent Exchange Program), on October 23, 2017, in Islamabad.
* **Emerging HR Trends**, September 22, 2017 by Hassan Arshad (Senior Manager OD & Talent) BCL – Internal Training session.
* **Learn to Excel internal** training Course Bestway Cement Limited - 2016.
* **Talent Hunt Interviewing Skills**, Bestway Cement Limited by Pit Shop Training International - 2016.
* **Workshop** on How To Maintain Human/working Relationships at the Workplace , 11-12 March 2009

By Govt. of Pakistan, Directorate of Workers Education (Labour & Manpower Division) Islamabad

* **Certificate of Training** Course Completion on ULTIMATE EMPLOYEE MANAGEMENT SYSTEM, Sep 28 2006 from AIS Askari Information Systems Limited.
* **Training course** labor laws , in house training, Askari Cement limited Wah
* **Diploma in Computer Applications** , six months 1998-99

Secured 1st position, GOVT. VIQAR UN NISA COLLEGE FOR WOMEN RAWALPINDI

* **Certificate of Merit** awarded for holding the office of President Debating Society on 14.7.93 from PMDC Model School Khewra.

**Skills**

Honest, Hardworking, Team Player, Good Organization skills, Interpersonal skills, Communication Skills, Patience, Ability to work under pressure and achieve targets**.**

**Achievements:**

* Suggestion on Policies Review and preparing business case for Approval from BOD
* Prepared Design requirement documents of BCL Career Portal & coordination with contractors & lien managers for implementation.
* On the basis of performance was recommended for promotion after one year at Bestway Cement Limited.
* Head Count & Hiring Data & Analytics, KPIs Reporting - Prepared the consolidated data of Head Count & All Technical & Non technical Positions data in one Recruitment sheet for effective KPIs reporting and Recruitment dashboard.
* Prepared data of Head count revision of Trainees & apprentices at BCL with cost analysis for approval from BOD.
* On the basis of performance recommended for two steps promotion, and was awarded extra increments at ACL Wah HR department.
* Experience of working on ERP, Human Resource Information System IXORA
* Played active part in implementation of ERP, HRIS and training of employees at ACL Wah.
* Organized in house training courses , orientation of new entrants
* Six months diploma in Computer Applications, well versant with Windows, Ms Office etc
* Excellent communication skills, Good Team work, Honesty, Commitment to achieve desired goals in line with organizational objectives.

**REFRENCE**

**Mr. Omar Janjua DGM HR, BCL**

**Mr. Hassan Arshad Sr. Manager OD & Talent, BCL**

**Maj. (Retd) Jawad kaleem Army Welfare Trust, Group Head HR**

**Mr. Sheheryar Aman Sr. Manager HR (T & OD) BCL H.O**