

# SEHAR SHAHID

Human Resources Professional

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**Nationality:** Pakistani



## CAREER SUMMARY

Expertise in Human resources, administration operations and organizational development. Strategic thinker with high level problem-solving skills significantly contributed in the core Business activities.

**OBJECTIVE:** is to work in an exciting and professional environment of the organisation with personal development and growth possibilities and to achieve company's goal through sincere commitment, and hard work.

## CORE COMPETENCIES & SKILLS

EMPLOYEE RELATION SKILLS | CONFLICT RESOLUTION | SUCCESSION PLANNING | ADAPTABILITY | INCLUSIVENESS | QUALITY FOCUS | PERFORMANCE MANAGEMENT | HR TREND ANALYSIS| ORGANISATIONAL DEVELOPMENT | TALENT ACQUISITION & TRAINING | HR COMPLIANCE | TEAM PLAYER AND ORGANISATIONAL SKILLS| CRITICAL THINKER | COMMUNICATIONAL AND NEGOTIATION SKILLS | ATTENTION TO DETAIL | HRMS ORACLE BASED SOFTWARE FOR HUMAN RESOURCE MANAGEMENT | HARMONY (ERP BASED SOFTWARE) PROFICIENCY | HRIS SOFTWARE | MS OFFICE PROFICIENCY|PAYROLL|

## PROFESSIONAL EXPERIENCE



**ASSISTANT MANAGER HUMAN RESOURCES (ACTING MANAGER) | , LAHORE, PAKISTAN**  
**| JAN 2020- TILL NOW |**

- ✓ To lead Human Resources Department all operations.
- ✓ Payroll management of permanent and outsourced employees.
- ✓ Overall responsibility of man power planning and recruitments. To ensure policy compliance across the company.
- ✓ Responsible for talent acquisition.
- ✓ Overtime and expenses control.
- ✓ HR Budget monitoring and management.
- ✓ Planning and executing engagement activities and CSR ensuring maximum engagements.
- ✓ Dealing with the final settlement of employees when they leave.
- ✓ Mid-Year Review execution and completion.



**ASSISTANT MANAGER HUMAN RESOURCES (ACTING MANAGER) | FAUJI FRESH N FREEZE (FROZEN FOODS), HEAD OFFICE, LAHORE, PAKISTAN | JULY 7, 2019 – OCTOBER 2019 |**

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**ASSISTANT MANAGER HUMAN RESOURCES | HALEEB FOODS LIMITED (RENOWNED FOOD AND BEVERAGES COMPANY), HEAD OFFICE, LAHORE, PAKISTAN | JAN 2016 - JAN 2019 |**

- ✓ Manage records which include staff development, records management and HR policy development.
- ✓ Introduce and manage structured performance review system.
- ✓ Designed KPI criteria and development plans for employees.
- ✓ Gathered KPI's and set realistic objectives from and with all departments
- ✓ Dealing with employee issues and recommending policy amendments based on them
- ✓ Timely intimation of due probations and contract employees
- ✓ Competency based development plan.

- ✓ Planning and executing engagement activities ensuring maximum engagement of maximum employees engaging head office, field staff, plants employees
- ✓ Utilized internal potential talent employees to conduct internal trainings
- ✓ Maintained additions and deletions of health and life Insurance: claims hospitalizations grievance handling.
- ✓ Identified loop holes in the organization daily work routines, processes systems and provide solutions.
- ✓ Conducted & customized trainings by identifying problems in particular department and addressing those issues in problem solving way with 3rd parties.
- ✓ Appraisal execution and completion.
- ✓ Disciplinary actions inquiries procedure
- ✓ Exit Interviews monthly report to CEO
- ✓ Cost rate of medical insurance & life Insurance/ Cost rate of benefits
- ✓ HR Operations (Evaluation of probation & Contractual employees, Disciplinary actions, Promotions, Exit Interviews, any other organizational changes
- ✓ TNA, Budgets and calendars of training and engagement
- ✓ Member of **HALEEB MAGAZINE** editorial team.
- ✓ Learning & Development of top talent.
- ✓ Shortlisting talented candidates helping in recruitment.
- ✓ Evaluated jobs and prepared job descriptions.



#### **HUMAN RESOURCES TRAINER/CONSULTANT | SMEDA, PAKISTAN | NOV 2017 TO FEB 2019 |**

- ✓ Advising and suggesting Human Resources and administrative solution the small businesses, start-ups and entrepreneurs.
- ✓ Guidance for basic Human Resource tool implications
- ✓ Importance of market competitive salary.
- ✓ Highlight the importance of job levels through Grading Verification
- ✓ Entrepreneurs and start-ups training to evaluate jobs and create Job Descriptions
- ✓ Help placing the right and suitable methods Performance Evaluation Processes in order to avoid biasness losing employees.
- ✓ Employee Engagement Solutions for highly engaged teams
- ✓ Strategy solutions to Reduce employee turnover
- ✓ Employee Satisfaction solutions trainings
- ✓ Operations Efficiency training.
- ✓ Importance of Trainings to employees.
- ✓ Cost effective within budget solutions to small businesses owners.



#### **BUSINESS DEVELOPMENT EXECUTIVE | OFFROAD STUDIOS, LAHORE, PAKISTAN | OCT 2016 TO DEC 2016 |**

- ✓ To handle different projects and ensure their timely execution Nestle Kitchen, United Snacks and different games.
- ✓ Pitch the company services according to the customer needs.
- ✓ Expand projects to generate business.



#### **STORY TELLER AND LIBRARY ADMINISTRATOR | THE CITY SCHOOL, LAHORE, PAKISTAN | SEP 2016 TO OCT 2016 |**

- ✓ Storytelling and role play to children from play group to Grade 5.
- ✓ Story telling preparations ensure participation and interest.
- ✓ Barcoding of library books and ensuring to update regularly



#### **PLAY GROUP TEACHER | BRICKS SCHOOL | AUG 2013 TO SEP 2013 |**

- ✓ Responsible to handle the whole class of 25 students.
- ✓ Morning rhymes, phonics, sounds, animals etc.

#### **EDUCATIONAL CREDENTIALS**

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|--|---|
| ✓ MBA HUMAN RESOURCE MANAGEMENT (2015) | University of Central Punjab, Lahore, Pakistan. |
| ✓ BBA HRM (2013)                       | University of Central Punjab, Lahore, Pakistan. |
| ✓ ICS computers and Physics (2009)     | Punjab College, Lahore, Pakistan.               |

## ACHIEVEMENTS (Planning, execution and Implementation)

<b>Buddy@work program.</b>	<b>Employee recognition programs</b>	<b>Functional Competencies KPI assistance.</b>	<b>CSR Activities Blood donation camps, 5s, awareness</b>
<b>Succession Planning</b>	<b>Internal trainers' programs</b>	<b>Engagement Activities (Idea box, Sports Events, Birthday celebrations, Newsletter initiation</b>	<b>Induction; new contract of health policy with cost effective benefits</b>

## CUSTOMIZED TRAININGS

- ✓ Modern Selling Techniques (Sales Training).
- ✓ Six Sigma (Engineering, Production & Warehouse Training).
- ✓ Ms Office (In House Training for all office).
- ✓ Finance Training (In house training for Marketing Department).
- ✓ Milk Collection Training (Milk Collection Department).
- ✓ Safety and Security Mandatory Training (Plant).
- ✓ Child Abuse training (PAHCHAN NGO).
- ✓ Office Etiquettes Trainings.
- ✓ CSR activities.
- ✓ Basic Safety Training at Plant
- ✓ JDs refreshers.
- ✓ Marketing Department In-house training "Finance and Reporting".
- ✓ Motivational Drive 5s Campaign at plant and Head Office.
- ✓ Soft Skills customised trainings

## REFERENCE

Available on request