

Mohammad Imran Khan

Personal Data

DOB: 16th Nov. 1983

Status: Male (Single)

Religion: Islam

Nationality: Pakistani

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| Objective | Work for a reputable organization which fosters a competitive environment and where personal growth and career enhancement is encouraged. |
| Experience | <p>2009 – Present: Human Resources Officer Zia-ul-Haq & Sons</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Dealing with redundancies, gross misconduct, and maternity leave issues.• Assisting in the short listing of suitable candidates from applications.• Dealing and advising on disciplinary and grievance procedures.• Developing & improving existing HR procedures and processes.• Making sure that any promotions, transfers and pay rises take effect as planned.• Assisting in the set up and maintenance of client & candidate databases.• Conducting inductions for new employees.• Providing employment references for past employees.• Organizing and arranging interviews for candidates.• Writing the terms of employment & contracts for new employees.• Conducting interview with job applicants, asking relevant questions.• Writing job specifications and designing job adverts.• Deciding which online job sites & newspapers to advertise jobs in.• Conducting pre-employment checks on job applicants i.e. references, medical approval, academic etc. <p>KEY SKILLS AND COMPETENCIES:</p> <ul style="list-style-type: none">• Knowledge of promotional issues, salary reviews, examination awards etc.• Can ensure a company has the right balance of staff in terms of skills & experience.• Experience of employee salary reviews.• Able to analyze and interpret complex information.• Able to deal with highly confidential matters professionally & discreetly. <p>2008 – 2009 Present: Human Resources Assistant National Resource Company ✓</p> <p>Responsibilities:</p> |

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| | <ul style="list-style-type: none"> • Greet clients and guests and direct them to the respective staff member • Receive and make courier • Sort incoming mails, letters and hand-deliver it to the concerned person • Fax, scan and photocopy official documents • Maintain and enter daily activities in the register • Keep track of petty office expenses • Negotiate with vendors for purchasing office stationery and equipments • Maintain filing and storing system for official documents • Update customer database by entering any changes in contact numbers and billing addresses • Retrieve and submit information to managers when requested • Draft memos and get it approved from the management before displaying it on the notice board • Make and coordinate official meetings • Provide support in organizing official events • Maintain and get the office equipment serviced from technicians |
| Synopsis of Qualification | <p>Bachelors of Commerce 2008</p> <ul style="list-style-type: none"> • Commerce <p>Higher Secondary Certificate 2004</p> <ul style="list-style-type: none"> • Pre Engineering <p>Secondary School Certificate 2000</p> <ul style="list-style-type: none"> • Pre Engineering |
| Computer skills | <p>Office Automation:</p> <ul style="list-style-type: none"> ☑ Microsoft windows ☑ Word processing using MS-WORD XP ☑ Spreadsheets using MS-EXCEL XP ☑ Presentation using MS-POWER POINT XP ☑ Internet & E-mails <ul style="list-style-type: none"> • Done 03 Years Computer Program (ACCP) from Aptech. |
| Reference | Available upon request. |

- Assist the HR Manager as requested. ✓
- Receive employee requests and refer to the appropriate HR Officer. ✓
- Update the OH&S manual under the direction of the HR Manager. ✓
- Assist a six-member consulting team in the administration of the Myers-Briggs Type Indicator to assess employee personality types in relation to job performance. ✓
- Produce monthly, quarterly and yearly benefits and payroll totals for the company. ✓
- Assist the HR manager with staff inductions for new staff and exit interviews for part-time and temporary employees. ✓

Achievements:

- Implemented an assessment of the OHS standards across the organization that included liaising with managers and staff and developing more efficient and safe work practices. ✓
- Initiated the 'Employee of the Month' program in May 2010 which has been an effective staff motivation tool. ✓

2006 – 2008: Time Keeper

HUB Power Station

Responsibilities:

- Coordination and receiving daily time sheets from supervisors, foreman and general foreman. ✓
- Posting of daily timesheet in **etrack**. ✓
- Review booking of Man hours against cost code. ✓
- Post paid/unpaid leave in **etrack** ✓
- File leave Authorization form/update in **etrack**. ✓
- Termination of employees in **etrack**. ✓
- Correction of cost codes in **etrack**. ✓
- General report (daily man hours for supervisors, Employees absentee report)
- Printing of update Blank Manual Time sheet for field timekeeper, foreman, Gen. foreman and supervisor.
- Daily update badge scan unit process in **etrack** and employees badge in / out report.

2004–2006: Office Assistant

Automotive Corporation Karachi

Responsibilities:

- Receive and answer clients' phone calls and emails
- Make phone calls to customers and transform it to the right person or cabin
- Type and distribute messages in the company as per instructions