

Maqsood Ahmad Khan



Contact

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Personal

Father Name: Zamir Gul Khan
C.N.I.C No: 17301-8357929-1
Gender: Male
D.O.B: 11-01-1986
Nationality: Pakistani
Domicile: Kohat

Summary

Over the Ten years' experience in HR as Human Resource Management and Major responsibilities include Staff Recruitment, Managing HR Function pertaining to full time employees, Joining Process and new hire orientation, document verification of new hires. A Fully expertise in SAP HCM & Oracle software.

Skill Highlights

- ❖ Personnel Management
- ❖ Facilities Management
- ❖ Fundamental of Payroll
- ❖ Good Communication Skills
- ❖ Time Management Abilities

Education

Master of Business Administration (MBA HRM) **2009**
CUSIT (City University of Science & Information Technology) Peshawar
Bachelor of Computer Science (BSC) **2007**
F.G Degree College for Men Peshawar

Experience

ZRK Group of Industries (Pvt) Ltd
Manager HR
From 1st January, 2023 till now

- ❖ Recruiting, Interviewing Program, Candidate Selection & Exit Interviews
- ❖ Human resource policies and procedures
- ❖ Determining suitable salaries and remuneration
- ❖ Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles collaborates with departmental managers to understand skills and competencies required for openings.
- ❖ Analyzes trends in compensation and benefits and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- ❖ Conduct performance and salary reviews
- ❖ Maintains employment labor laws and regulations.
- ❖ Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- ❖ Performs other duties as assigned.
- ❖ Maintain HR systems and processes
- ❖ Report to management and provide decision support through HR metrics
- ❖ Analyzing HRIS System
- ❖ Preparing Employees Departmental Promotions & Transfer orders

Languages

- ❖ English
- ❖ Urdu
- ❖ Pashto

Software

- ❖ M.S Office
- ❖ SAP
- ❖ Oracle

Other Strengths

- ❖ Hardworking
- ❖ Disciplined
- ❖ Highly Motivated
- ❖ Easily adaptable to Environment

Awards

- ❖ Three months diploma in Optical Fiber from PTCL
- ❖ Participating in workshop on improving communication and presentation skills.

ZRK Group of Industries (Pvt) Ltd **Assistant Manager HR** **From 22nd April /2013 to 31st Dec 2022** **SAP B1-HCM Power User**

- ❖ Assisting with employee relations.
- ❖ Maintaining continuity among Head office, department, and local work teams by documenting and communicating actions.
- ❖ Managing ESS & EOBI records
- ❖ Maintaining management guidelines by preparing, updating and recommending
- ❖ Reviewing resumes and applications sent in by job applicants.
- ❖ Maintaining employee files and the HR filing system.
- ❖ Advising employees and helping them make informed decisions about their careers.
- ❖ Performance Appraisal preparation.
- ❖ Helping employees with benefit issues.
- ❖ Examining employee records to answer inquiries and provide information to authorized persons.
- ❖ Scheduling interviews for job applicants.
- ❖ Benefits & Compensations
- ❖ Assembling new hire information packs.
- ❖ Reviewing staff monthly vacation reports
- ❖ Responding to applicants regarding job openings.
- ❖ Reviewing, auditing, and verifying monthly benefit invoices.
- ❖ Group Wise Payroll supervision of both Oracle & SAP Software
- ❖ SAP HCM Administrator.

Northern Bottling Company Pepsi (Pvt) Ltd **HR/Admin officer (Peshawar Franchise)** **From 18th Jan-12 to 16th Apr-13**

- ❖ Personal File maintaining
- ❖ Supervision of HR Team
- ❖ Daily routine administration issues maintaining
- ❖ Contractor agreement preparation
- ❖ Contractor invoices preparation
- ❖ Effectively applies the Issues Identification and Management Process.
- ❖ Integrates Issues Identification and Management into the Business
- ❖ Ensure effective security management across the company.
- ❖ Payroll Management of Permanent and Temporary Employees.
- ❖ Oracle and SAP-HCM End User (Fully dedicated to both)
- ❖ Dealing with Internees.
- ❖ Interviews.
- ❖ Maintain attendance sheets

