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| **PERSONAL INFORMATION** | **ATHAR MUNIR**  |
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| IMG-20210121-WA0007 (1).jpg | Permanent Address: Haji Gulistan General Store, E-11 Golra Sharif, Islamabad, C/O Darbar-e-Alia Golra Sharif.  |
| +92-335-8428546 |
|  atharmunir89@gmail.com |
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| **PERSONAL STATEMENT** | I am a highly organized, dedicated and diplomatic HR Professional, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with service matters and employment law. Actively engage in different fields of HR especially in Industrial Relations, Performance Management and Compensation and Benefits.  |

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| **WORK EXPERIENCE** |  |
| Dec 2017–Present | Deputy Manager HR |
|  | Heavy Mechanical Complex, Taxila Rawalpindi (Pakistan)* Service Matters of Employees.
* Leave / Attendance Management.
* Payroll / Compensation Management
* Performance Management (KPI Base).
* Assist management in Talent Acquisition and Onboarding.
* Maintain / update the record of current and retired employees.
* Organize orientation & training programs.
* Verification of particular of workers to get different grants from Workers Welfare Fund Punjab.
* Administer compensation matters of all employees.
* Initiate and monitor medical health policies.
* Processing the retirement matter of employees.
* Handling after retirement matters including experience certificates, EOBI Pension etc.
* Supervising Union Affairs.
* Handling of grievances / disciplinary cases.
* Assist the management to hold different negotiations with CBA.
* Propose all proactive measures to maintain Industrial peace in the organization.
* Assist management to create legally compliance culture.
* Correspondence with different Government agencies.
* Processing overtime and setting working hours / timings.
* Communicate HR Policies to employees.
* Assists Management in implementing of HR Policies.
* Formalize and implement Incentive System.
* Manage house allotment matters in HMC Housing Colony.
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|  06 Weeks | Internship |
| OGDCL (Oil & Gas Development Company Limited). |
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| **EDUCATION AND TRAINING** |  |

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| 2015–2016 |  Master of Business Administration MBA (HR)  CGPA 2.78  |  |
|  Bahria University, Islamabad (Pakistan)  |
|  Human Resource Management |

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| 2011–2014 | Bachelor of Business Administration BBA (Hons)CGPA 3.27 |  |
| Bahria University, Islamabad (Pakistan) |
| Finance |

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| **PERSONAL SKILLS** |  |

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|  | * Team player
* Excellent written and oral communication skills
* Good interpersonal skills
* Proficient with basic computer software programs
* Leadership Skills
* Problem-solving skills
* Capable of exercising ethical judgement and integrity
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| Language | English – FluentUrdu – NativePunjabi – Native |  |  |
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