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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](mailto: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 | | | | | | | | | |
| Language | English – Fluent  Urdu – Native  Punjabi – Native | | |  | |  | | | | |
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