

# Mohsin Saeed Bhatti

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H# E-472 St#2 Block C, Nishat Colony, Cantt Lahore

**About:** I aspire to augment my existing knowledge and the dynamism of professional experience, hence enriching my knowledge and skills and making my self-triumphant in the quest for excellence. Highly motivated, self-directed HR PROFESSIONAL with over 12 years of experience in middle and high management roles



## Expertise

- 12+ years of Human Resource Management, Organizational Development Employee
- Relations, Succession Planning, Training and Development experience.
- Planning, organizing and supervising the employee activities of in the areas of employee relations, retention, training and development.
- Ability to work directly with hiring managers to develop recruiting requirements and strategies and to review qualified candidates.
- Develop and submit budgeted figures for increment / bonus and review performance of all employees. Testing & Evaluation.
- Develop job descriptions across levels and functions Interface effectively with all employee levels.
- Develop the HR Frame Work (Company Policy and Procedure).
- Compensation Analysis Strategy. Disciplinary, Dismissal & Grievances.
- Compensation & Payroll Management. Employee Orientation.
- HR audit & Compliance Management. Pre-Employment Screening.
- Employee Reward and Incentive Program. Leadership Mentoring & Executive Coaching

## Personal

Father Name Saeed Ahmed Bhatti  
Date of Birth 30-09-1984  
Marital Status Married  
Religion Islam

## Training Courses

**Training Course of HSE Basic Life Support** (19-09-2013) (Basic Life Support)  
Emergency Service Rescue 1122 Faisalabad

## Computer Skills

**One Year Diploma (July 2004 To July 2005)**

Al- Syed Computer College Ghulam Muhammad Abad- Faisalabad

**6 Months DCS & IT (Diploma in Computer Science) (03-02-2002 to 03-08-2002)**

Muhammadi Academy of Computer Education Faisalabad

## Skills

- Results-oriented
- Human Resources Information Software (HRIS)
- Performance & Teamwork and collaboration
- Communication skills
- Decision-making skills
- Training and developmental skills
- Organizational skills
- Business management skills
- Leadership skills
- Technical skills
- Multi-tasking skills
- Ability to motivate staff and maintain good relations
- Scheduling  
Worker's compensation

## Education

MBA Banking and Finance (2013)  
B.Com 2008  
I. Com 2005  
Matric 2002

## Hobbies

- Playing Cricket, Reading Books

## **Experience:**

**ICON Consultants Pvt Ltd. Service Assigned to CM-PAK Zong Pvt Ltd: 10<sup>th</sup> May 2023 to Continue.....**

**Location: Lahore**

**Position: Project Coordinator HR**

**Job Duties:**

- Managing all the activities related to HR under the supervision of Manager HR.

**HRSG Pvt Ltd. Service Assigned to CM-PAK Zong Pvt Ltd: 1<sup>st</sup> August 2022 to 08<sup>th</sup> May 2023. (Contract End)**

**Location: Lahore**

**Position: Work Force Administrator**

**Job Duties:**

- Managing all the activities related to HR Admin under the supervision of General Manager HR.
- Preparation of monthly salary of the staff.
- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and labor relations; completing personnel transactions.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

**THE CHENAB CLUB (G) LTD: 5<sup>th</sup> March 2018 to 30<sup>th</sup> Jun-2022"**

**Location: Faisalabad**

**Position: Dy. Manager HR**

**Job Duties:**

- Managing all the activities related to HR Admin under the supervision of General Secretary.
- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, and labor relations; completing personnel transactions.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action. Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Book travel arrangements. Submit and reconcile expense reports. Provide general support to visitors.

**M/s Paradise Holding Pvt Ltd: "1stSeptember-2015 to 10th Dec-2017"**

**Location: Faisalabad**

**Position: Assistant Manager HR, Admin**

**Job Duties:**

- Managing all the activities related to HR under the supervision of CEO.
- Preparation of monthly salary of the staff.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Responsible for organizing staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and

implementing pay structure revisions.

- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management.

**M/s Challenge Apparels Ltd: “22th August 2014 to 19th February 2015”**

**Location: Faisalabad**

**Position: Sr.Officer HR, Admin**

**Job Duties:**

- Managing all the activities related to HR under the supervision of Manager HR.
- Responsible for the public dealing related to the HR matters.
- Preparation of salary of the staff.
- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records.
- Administers student loan, medical insurance, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Documents human resources actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes human resources department and organization mission by completing related results as needed. Audit Working. All Compliance Working according to Compliance Audit
- Health & Safety Training all workers. Code of Conduct Trainings all worker’s relevant buyers.
- Company Roles Training all workers. Training of Evacuation Plans.
- Making Compliance Report. Payroll for employees, Maintained attendance and disciplinary records.
- Deal Social Security, Marriage Grant, Death Grant NJI Health Insurance, Group Insurance.
- Administration Working.

**M/s Masood Textile Mills (Pvt.) Ltd: “17th August 2010 to 20th August 2014”**

**Location: Faisalabad**

**Position: Assistant Officer HR, Admin**

**Job Duties:**

- Managing all the activities related to HR under the supervision of Manager HR.
- Responsible for the public dealing related to the HR matters. Preparation of salary of the staff.
- Public Dealings, Leave Feeding, Security Overtime, Daily Wages Payments, Verification Documents,
- Analyzing Applications, Holding Interviews and Assessments,
- Final Settlement, over time feed, Specially Deal in Contract Workers, Issue Contract, Confirmations Voucher, Making Arrear Vouchers and Missing Attended Voucher.
- Record Keeping, Checking the new appointment employee personal files.
- Make Leave Encashment, Recruitment, Salary Finalize, Grievance Headlining.
- Audit Working, All Compliance Working according to Compliance Audit
- Health & Safety Training all workers, Code of Conduct Trainings all workers relevant buyers.
- Payroll for employees, Maintained attendance and disciplinary records.