

MUDDASSAR

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PROFESSIONAL EXPERIENCE

Manager Human Resource

June 2022 to till date

Al Hafiz Crystoplast Pvt. Limited (AHI Corp)

Peshawar

Responsibilities:

- HR Audit & Compliance
- Govt. Legal Compliance (EOBI, ESSI, Labor Laws etc.)
- Total Reward (Compensation & Benefits, Health &
- Life insurance, Pension plan etc.)
- HR Dashboard & Reports
- HR Metrics & Analytics
- Employee Relations
- Performance Management
- HR Policies & Procedures
- Employee Engagement
- Recruitment & Selection
- Conflict Management
- Change Management

Senior Executive Human Resource

Airblue Limited

Islamabad

Responsibilities:

- Manage Induction & conduct new employees' orientation
- Manage employees' personal files & record
- Manage personnel transactions in HRMIS
- Hires, Promotions, Transfers, Terminations, Performance reviews
- Conduct exit interviews and manage employee turnover
- Process payroll and coordinate with finance for timely & Accurate disbursement of payroll
- Maintain pay plan and benefits program

EDUCATION

Master in Business Administration (HRM)

CGPA 3.8

[Preston University Islamabad](#)

(2012 – 2015)

CERTIFICATIONS

Certified Human Resource Professional (CHRP)

[National University of Science & Technology |](#)

[Professional Development Centre](#)

[NUST | PDC](#)

HR SKILLS

- Strong Communication & Interpersonal Skills
- Talent Acquisition
- Recruitment & Selection
- HR Compliance
- Govt. Legal Compliance (EOBI, ESSI and Labor Laws etc...)
- Payroll Management
- Total Rewards (C & B, Health & Life Insurance etc...)
- Employee Relations
- Conflict Management
- Performance Management
- Change Management
- HRMIS & HR Dashboard

- Administer, Health insurance, Pension plan, EOBI,
- Income tax adjustment & making Income Tax Certificates
- Handle audit & queries
- Manage performance appraisal & prepare appraisal data
- Attendance monitoring & monthly reporting
- Administer leave and prepare reports
- Manage & incorporate allowances
- Respond to queries regarding policies and procedures

Human Resource Executive

Shaukat Khanum Memorial Cancer Hospital

& Research Centre, Peshawar

Responsibilities:

Sep, 2020 to Mar 2021

- Process payroll and coordinate with finance for timely & Accurate disbursement of payroll
- Maintain pay plan and benefits program
- Administer, Health insurance, Pension plan, EOBI,
- Handle audit & queries
- Manage personnel transactions in HRMIS
- Hires, Promotions, Transfers, Terminations, Performance reviews
- Manage performance appraisal & prepare appraisal data
- Induction & conduct new employees' orientation
- Attendance monitoring & monthly reporting
- Administer leaves and prepare reports
- Conduct exit interviews and manage employee turnover
- Overtime management & incorporate allowances
- Respond to queries regarding policies, procedures and programs
- Manage employees' personal files & record

Senior Human Resource Officer

Kulsum International Hospital Islamabad

(Saif Healthcare Limited)

Responsibilities:

Feb, 2016 to Sep, 2020

- Process payroll and coordinate with finance for timely & Accurate disbursement of payroll
- Maintain pay plan and benefits program
- Administer Life, Health insurance, Pension plan, EOBI, IESSI
- Handle audit & finance queries
- Manage personnel transactions in HRMIS
- Hires, Promotions, Transfers, Terminations, Performance reviews
- Manage performance appraisal & prepare appraisal data
- Manage recruitment and selection process

Achievements/Participation

- **Employee of the year** award in 2010 by Excel Labs Private Limited
- Certificate of participation session on **"Time Management"**
- Certificate of participation session on **"Team Building"**
- Certificate of participation session on **"Motivation & Leadership"**
- Certificate of participation session on **"Seven Habits of Most Effective People"**
- Certificate of participation session on **"Communication Skills"**

Hobbies

- Actively practicing sports (cricket)
- Swimming, Fishing
- Traveling & sight seeing
- Listening Music, Watching Dramas & Movies
- Book Reading

- Induction & conduct new employees' orientation
- Attendance management system
- Administer leave and prepare reports
- Recommend procedures to reduce absenteeism and turnover
- Overtime management & incorporate allowances
- Respond to queries regarding policies, procedures and programs
- Manage employees' personal files & record

Consultant Human Resource

**Ibn-e-Sena Laboratory &
Diagnostic Center**

Feb, 2017 to Jan, 2020

Rawalpindi

Responsibilities:

- Analyzing current HR programs & recommending solutions
- Recommend & manage human resource Policies & Procedures
- Develop, revise and implement HR policies & procedures.
- Ensure HR programs and services are following policies and procedures
- Prepare and maintain reports related to HR
- Manage and coordinate recommended changes regarding workflow
- Developing methods for compiling & analyzing data for reports
- Conduct audits of HR activities to ensure compliance
- Presenting training sessions related to specific HR programs

Human Resource Officer

Reliance Hospital Islamabad

Jan, 2014 to Feb, 2015

Responsibilities:

- Process payroll
- Recruitment & selection process
- Employee's induction & orientation
- Employee's compensation & benefits plans
- Basic conflict management
- Performance management & annual appraisals
- Ensuring compliance with organization's policies
- Training and development
- Attendance, leaves and overtime management

Points Coordinator

Excel Labs Private Limited Islamabad

Aug, 2007-Sep, 2013

Responsibilities:

- Identify and assess customers need during witness tests &

- Assist clients with problems related to services
- Troubleshoots and assist with specimen irregularities &
- Train customer/clients on specimen collection, lab inquiry, services updates and other procedures in place in laboratory
- Customers feedback & complaints management
- Ensure compliance with communication procedures, guidelines and policies
- Manage employee's duty roster
- Employees leave management
- Manage employees' overtime
- Performance assessment for annual appraisal
- Collection points coordination and liaison
- Phlebotomy & Reception
- Manage & control inventory related to phlebotomy
- Presenting training sessions according to needs assessment
- Provide backup support as & when required