

USMAN ASHFAQ (ROHRS, CSMMH)

S/o Ashfaq Ahmed

Baghbanpura Lahore-Pakistan

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PROFILE:

To work as a HR Professional and prove myself as an important part of the organization by the achievement of given target and to work in challenging projects that will utilize my educational background and expand my knowledge.

OBJECTIVE:

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization.

CORE COMPETENCIES SKILLS:

- | | |
|------------------------|-----------------------------|
| ❖ MS Office | SAP |
| ❖ ERP (Oracle) | Payroll Reporting |
| ❖ Research & Analysis | Process Improvement |
| ❖ Interpersonal Skills | Team Building |
| ❖ Team Management | Strong Communication Skills |

PROFESSIONAL EXPERIENCE:

❖ **Din Textile Mills (PVT) Limited.** **Assistant Manager HR**

(July-20 to Present)



- To Manage the talent acquisition process, which include recruitments, interviews, selection. Also collaborates with departmental managers to understand the relevant skills and competencies required to perform respective tasks.
- Responsible for employee's orientation for the senior position.
- Discuss employee's issues with Department head and resolve their issues.
- Handling HR policies & procedures & KPIs, KRAs, under the supervision of Head HR.
- Team Management, Performance Management.
- Documents Preparation as per the policies and procedures i.e., Offer letter, appointment letter, confirmation letter, Promotion's letter, experience certificates etc.
- Handling EOBI/PESSI/Health Insurance Matters, including medical claim reimbursement process of employees for in-patient & Out-patient.
- Prepare HR monthly reports for Head HR.
- Responsible for employee monthly payroll process.
- Execution of Gratuity Fund Benefit, Leave Encashment, Annual Bonus.
- Manage level health insurance matter's Jubilee Health Insurance.

❖ **Al-Fanar Head Office Riyadh, Saudi Arabia.** **Senior Document Controller**

(2019 - 2018)



- Maintain documents store for the future.
- Daily maintain documents and record on file index.
- Daily provide on demand for manager.
- Annual provide report of documents to system manager.
- Daily update entries of documents on excels sheet.
- Daily make and print cheque as per demand general accountant/managers.
- Maintain business trips of company employees.

❖ **Al-Fanar (Project Dammam & Al-Jubail) Saudi Arabia.**
Store Officer

(2018 - 2016)



- Manage monthly departmental payroll time attendance leaves earning days to send to main head office HR Department.
- Reports Directly to Site/Project Manager.
- Receives and issued material tools and assets in compliance SOPs.
- Check and inspects material / tools and assets received for damage and variance.
- Checking and inspect Store for supply and space availability.
- Monitoring and handling of spare material and tools for Saudi Electricity Company.
- Manage inventory of fixed / small assets in project site, staff and labor accommodation.
- Encoding of material receiving invoices and issuance to the system (**SAP**).
- Monitoring and initiating of scrap and asset (Damage) disposal.

❖ **Al-Noor Law Associates - Lahore**
Management Officer

(2018 - 2016)



- Monthly online submitted client Sales Tax return.
- Annually submitted client Income Tax report.
- Client registration on Copyright Trademark.
- Client registration and provide NTN (National Tax Number).
- Maintain files record on index.
- Develop cooperative relationships with the Clients.
- Perform general office duties mail processing.

EDUCATIONAL QUALIFICATION:

HRM (Continue) Start in 2023	Associate Degree from (VU) of Pakistan
B. Com (2012)	University of the Punjab, Lahore
I. Com (2010)	Board of Intermediate & Secondary Education, Lahore

TRAININGS & COURSE CERTIFICATIONS:

ROHRS	(Result Oriented Human Resource Specialist) (IFA) Integrated Frameworks for Advancement, Lahore
CCA	TEVTA, Lahore
Auto CAD	Punjab Computer College, Lahore
CSMMH	Al-Fanar Dammam, Saudi Arabia

HOBBIES:

Sport	Cricket – Snooker
Reading	Books & Newspaper
Other Activities	Watch News, Games, Documentaries & Traveling

REFERENCE:

- ❖ Will be furnished on demand.