

Yad Ali Gardaizi



Professional Resume

Date of Birth: 22 - 04 - 1994
Address: Rawalpindi, Pakistan.
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Objective: To be the successful professional in the field of Human Resource and management and lead challenges with my skills and knowledge in the organization and make the positive contribution with the wealth of the organization

Professional Career Summary:

Education:	MBA-(HRM)						
Work Experience:	<table><thead><tr><th><u>Duration</u></th><th><u>Organization & Designation</u></th></tr></thead><tbody><tr><td>April 23, 2019 to Nov 30, 2020</td><td>Sadiq Poultry Private Limited</td></tr><tr><td>Oct 24, 2018 to April 21, 2019</td><td>SB Pharma Private Limited as Internee</td></tr></tbody></table>	<u>Duration</u>	<u>Organization & Designation</u>	April 23, 2019 to Nov 30, 2020	Sadiq Poultry Private Limited	Oct 24, 2018 to April 21, 2019	SB Pharma Private Limited as Internee
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April 23, 2019 to Nov 30, 2020	Sadiq Poultry Private Limited						
Oct 24, 2018 to April 21, 2019	SB Pharma Private Limited as Internee						

Work Experience

Organization	: Sadiq Poultry Private Limited
Organization Type	: Poultry Sector
Designation	: Assistant HR Officer
Tenure	: April 22, 2019 to Nov 30, 2020
Location	: Rawalpindi, Pakistan
Area(s) of Experience	: Compensation & Benefits, Attendance & Leave Record Management, Employee Database Management. Recruitment & Selection,
Reporting to	: Manager HR
Brief Job Description	: Attendance and Leave Management of Employees including head office & sites employees. Payroll of Head office employee. (Software- HCM). Final settlements of all employees. Involved in recruitment of Professional as well as skilled worker. Assist in Ad designing and Publishing. Sourcing and Initial Screening through Job Portals & CV Data Bank. Orientation and onboarding of Selected Employees. Entrust with task of maintaining of employee data base.
Organization	: SB Pharma private Limited
Organization Type	: Poultry
Designation	: Internee
Tenure	: Oct 24, 2018 to April 21, 2019
Location	: Rawalpindi Pakistan
Area(s) of Experience	: Employees Provident Fund
Reporting to	: Manager HR
Brief Job Description	: Prepare Final PF Cases. Monthly recording of PF contributions. Preparation of Vouchers. Monthly reconciliations.

Academic Education *(most recent on the top)*

Sr.	Degree	University/Board	Specialization / Major	Passing Year
1	MBA-HRM	Arid Agriculture University Rawalpindi	Human Resource Managements	2021
2	ADP	University Of Central Punjab lahore	Accounting	2017
3	I.Com	Mirpur Ajk Board	Commerce	2015
4	Matric	Mirpur Ajk Board	Science	2013

Co-curricular / Leisure Activities

Sr.	Description of Activities
1	Reading Books
2	Playing Cricket
3	Internet surfing

Personal Information

Marital Status : Single
CNIC No. : 82203-8135933-3
Religion : Islam
Language Competency : English, Urdu
