



Rana Muhammad Ali Hassan

Assistant HR Manager

SKILLS

Experienced in Microsoft (Word, Excel, Power Point Software)

Excellent Communication Urdu, English, Punjabi

PERSONAL DETAIL

Father Name

Rana Sardar Muhammad

Date Of Birth 15th June 1986

Religion Islam

Marital Status Single

Domicile Multan Punjab

Nationality Pakistani

Contact

PHONE:

+92 313-6187292

ADDRESS:

Abid Public High School, Raja Pur
(Mouza Jahangir Abad, Khanewal Road, Multan.

EMAIL:

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SUMMARY:

Looking for a position in a fast-paced environment, with learning opportunities and room to grow. A quick, independent learner, who works well with others and loves learning new things. Would like to find a position that challenges and gives the opportunity to let all great qualities thrive.

EDUCATION

MBA "HR"	University of South Asia Lahore	2009-2012
B. Com	BZU Multan Pakistan	2006-2008
Intermediate (F.A)	B.I.S.E., Multan, Pakistan	2004-2006
Matriculation	B.I.S.E., Multan, Pakistan	2000-2002

WORK EXPERIENCE

Assistant HR Manager

Pepsi cola Shamim & CO (PVT)

2016 –2022

- ✎ Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- ✎ Bridging management and employee relations by addressing demands, grievances or other issues.
- ✎ Managing the recruitment and selection process.
- ✎ Take spontaneous decisions in pressure situation to meet deadlines.
- ✎ Dealing through excellent communication skills with team members and external parties.
- ✎ Good presentation skills.

Admin Officer

Dove Enterpriser (PVT)

2013 –2015

Performance management, team work & collaboration

STRENGTH

- HR policy execution
- EMPLOYEE RELATIONS
- Induction
- Labor Agreement/ Recruitment
- Compensation and benefits
- Organizational development
- Training and development & Team management
- Well Mannered, Proactive & Problem Solver
- Take part in audits (AIBI, ISO 9001:2008 & FSSC 2200)