**Human Resource Professional**

**HIRA ABID**

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**Objective**

**I am seeking for highly esteemed environment to obtain a growth oriented position encircled with HR department. I would like to contribute for my field while utilizing my skills for the best concern of organization and society with own initiative or being a part of professional team.**

* **Proficient HR personnel with around 6 years of experience in HR department, having ability for implementing policies and procedures, coordinate with insurance companies for health & life insurance, manage SAP HR activities, deliver directions & supervision for administrative tasks.**
* **Skilled in inductions, hands-on experience of recruiting and selection.**
* **Pivotal contributor to organize training and development programs besides different other Workshops and events.**

**Professional Experience**

**HR Assistant Bentley Systems, Pakistan 2009 to 2014**

* Maintenance of employee records in accordance with company rules while ensuring legislative compliance.
* Manage recruitment process for contract based and permanent positions comprising fresh graduates, experienced or interns to ensure optimal success rate in hiring.
* Design Job Ads to advertise on job portals and newspapers
* Maintenance of Resume database with initial screening
* Short listing of Candidates
* Arrange automated and paper based tests
* Enter applicant’s credentials on date base with employee referral details
* Conducting Initial Interviews for further short listing
* Conclude reports regarding test results for interview panels
* Send regret/offer intimations
* Maintenance of Employees Group Life Insurance coverage regarding addition, deletion and claim reimbursement from insurance company.
* Maintenance of Employees Group Medical Insurance coverage regarding addition, deletion and In-patient claim reimbursement from insurance company.

Assistant Manager HR Visionary Integrations **2014 to 2015**

* Coordinate and implement recruiting initiatives, develop and execute recruiting plans
* Manage complete process for Payroll & Leave Management
* Design, implement, and manage salary classification and compensation programs
* Review and make recommendations to compensation policies and processes
* Conduct analysis of compensation and benefits within company
* Prepare occupational classifications, job descriptions, and salary scale
* Policy & procedures implementation of new HR policies
* Manage annual appraisals and quarterly bonus
* Responsible for issuing offer/experience letter
* Supervise all matters related to medical and expense reimbursement

**Skills**

Employee Management

Communication

Stress management

Conflist Resolution

Team and Collaboration

Performance Management

Vendor Management

Talent Acquisition

Recruitment & Selection

**Achievements**

* Introduce Automated Software for test system
* Automated leave tracker application
* Automated data base for resume screening
* Service award on 3 years completion at Bentley

**Qualification**

**MBA HR**  Federal Uni, Isb **2009**

**B.com**  Punjab College, Rwp **2006**

**Career Snapshot**

**HR Assistant Nov 2009 - Feb 2015**

**Bentley Systems Pakistan - Isb**

**Financial Analyst Jun 2014 - April 2015**

**Visionary Integrations – Lhr**

**References**