

**HIRA ABID**

# Human Resource Professional

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Lahore

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BOR Society, Johar town,

- 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.

## 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.

## 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

Conflict 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**  
**B.com**

Federal Uni, Isb  
Punjab College, Rwp

**2009**  
**2006**

## Career Snapshot

**HR Assistant**  
**Bentley Systems Pakistan - Isb**

**Nov 2009 - Feb 2015**

**Financial Analyst**  
**Visionary Integrations - Lhr**

**Jun 2014 - April 2015**

## References