

Salman Mehmood

Country: Kingdom of Bahrain
Phone #: +973-38860978
E-Mail: salmanmehmood1196@yahoo.com



Profile:

Dedicated Administrative and Human Resource Professional with over 5 years of experience working within the retail teams, effectively managing multiple administrative support and human resource management. Proven track record of leading successful recruitment campaigns, organizing meeting and streamlining administrative process. Possesses excellent organizational, communication, and interpersonal skills with a commitment to providing superior customer service and developing strong relationships with staff and clients.

Professional Experience:

OFFICER

FAME CONSTRUCTION W.L.L - BAHRAIN

01-2023 - Continue

- Develop and implement administrative processes.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Manage and coordinate additional office tasks.
- Ensure all operations are carried out in an appropriate manner.
- Improve operational management systems, processes, and best practices.
- Formulate strategic and operational objectives.

HR Executive

Pepsi – Shamim & Co Pvt Ltd PAKISTAN

07/2022 – 01/2023

Tasks:



Talent Acquisition

- Partner with general managers and sales representatives to understand their staffing needs, required skill sets, experiences, and qualifications.
- Build and maintain effective sources through an internal CV data bank, job portals, headhunting, etc. for sourcing talented candidates for open positions.
- Ensure diversity in talent pools with a focus on equal employment opportunities.
- Generate monthly payroll, review and rectify for discrepancies, and submit the finalized version to the accounts department for final disbursement.

Reporting & Compliance

- TA weekly update
- Change of status report
- Headcount reporting: Monthly
- Recruitment Tracker: Daily
- Vacancy Update Report
- Exit Interview data management

Employer Branding

- Manage the summer internship programs as per the pre-defined and approved policy and process.
- Putting a strong emphasis on diversity and procedures that enable people with disabilities can help an organization keep its positive reputation and remain a desirable place to work.

HR SR. Executive

Chaseup, Pakistan

08/2019 – 07/2022

Tasks:

- Responsible for aligning business objectives with employees and management in assigned businesses.
- Forecast and determine staffing needs, source CVs, conduct interviews, and hire the best potential candidate.
- Lead employer branding initiatives, participate in job fairs and recruitment events, and establish long-term relationships with potential candidates.
- Develop plan for workforce and succession planning.
- Manage attendance, leaves, shift rosters, loans and advances requests from employees.
- Generate monthly payroll, review and rectify for discrepancies, and submit the finalized version to the head office for final disbursement.
- Coordinate and conduct new employees' orientation and other training assignments.
- Develop monthly HR reports related to the talent acquisition, training, and service delivery domains.



Admin &HR Officer

Buch Executive Villas Pvt Ltd. PAKISTAN

08/2018 - 08/2019,

Tasks:

- Assisting in HR activities, setting salary packages
- Teamwork with the HR Manager
- Arranging an employee's data
- Consolidate the Leaves configuration



Internee

HAFEEZ GHEE & GENERAL MILLS Pvt Ltd. PAKISTAN

07/2017 - 09/2017,

Tasks:

- Assisting in administration activities
- Coordination with the HR Manager
- Arranging the applicant's data
- Dealing with the marketing departments
- Conducting sponsorship procedures
- Observing advertisement policies



Academic Credentials:

Bachelor in Public Administration

Bahauddin Zakariya University – Multan

09/2014 - 06/2018

3.21/4.00

Intermediate

B.I.S.E, Multan

08/2013 - 08/2014

68.18%

Matriculation

B.I.S.E, Multan

08/2011 - 08/2012

65.14%

Major Strength:

- Exceptional ability to manage administrative work
- HRM knowledge and expertise
- Employee Relations
- Change Management
- Training & Development
- Recruitment and selection
- Communication skill
- Reporting skills

Personal Skills:

Team Work:

Enjoyed tasks while working in teams. Wishing to work with a culturally mixed team.

Leading Skills:

Many teams were led and managed by me. Leading is my passion.

Computer Skills:

Internet Researcher, MS Excel, MS Word, Power Point, EBS, Oracle, Outlook

Personal Data:

FATHER NAME:	Mehmood-UI-Hassan
DATE OF BIRTH:	11 May, 1998
MARITAL STATUS:	Single
CPR #:	980540240
Nationality:	Pakistani
HOBBIES:	Cricket, Table Tennis, Web Surfing
LANGUAGES KNOWN:	English, Urdu, and Punjabi
