



MI

MUHAMMAD IMRAN

CELL: +92 0342-2105101 | C-3 Keamari Karachi

OBJECTIVE

I consider myself a professional in the field of Human Resource & Administration and would like to work for a company with professional goals and standards.

TRAINING/COURSES

- Lean Management System
- Implementation Of 5S
- Awareness training on ISO 9001:2008 Quality Management system
- Awareness training on ISO 18001 Occupational Health & Safety Assessment

EDUCATION

- **M.B.A(3.5 years) (HRM)**
From SMI University
- **LLB from Dadhabhoy institute on going**
- **BA (Economic) From Urdu University**
- Payroll Management and excel course
- Diploma in Labor Law course From PIM

PROFESSIONAL EXPERIENCE

M/S. ATLAS BATTERY (ATLAS GROUP OF COMPANIES) JULY 2017 to-Till date **Executive Admin & IR**

- To coordinate with the government representative/inspectors, and labour department regarding the various annual inspections and audits i.e. EOBI and SESSI, Health and Environment etc.
- Take an active part in CBA negotiations for union agreements and ensure timely closure with win-win approach.
- Liaising and negotiating with union reps concerning pay and benefits issues as per local laws.
- Monitor and Submission of annual and half yearly return.
- To ensure the processing of workers death and accidental claims through Insurance Company.
- Managing Contractual Management System (3rd Party) around 2000 workers.
- Fleet Management (Guest Pick & Drop , Staff Pick & Drop, Protocol Service, maintenance of Staff & pool vehicles)
- Supervise maintenance of approx.200 company vehicles and 50 pool vehicles
- Managing all types of billing (Fleet Cards , Mobile Bills , PTCL Bills, Water , Gas & Electricity)
- Supervise the maintenance work of buildings like civil work, electrical work and etc.
- Arrangement of office furniture (making & placement on time)
- Supervises Mess & Canteen 24 hours function (3000 workers & 300 officers)
- Responsible for budgeting costing of mess & canteen and menu
- Hotel booking for foreign guests & company employees
- Handling and negotiating with different vendors
- Manage 4 training centers for different types of trainings & meetings
- Supervise the workers' facility (wash uniforms, stitch uniform for new employees , Workers' & Management staff lockers , PPE's issuing)
- Supervises, drivers, riders, Peons, Gardeners and ensures efficiency on their part.
- Manage In-house & outdoor events like, picnics, annual function, blood donation day, environment day, safety week, Fire fighter day, No smoking day and etc.





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SKILLS

- Solid managerial and administrative Skills
- Good knowledge at Sindh Factory Act, 2015
- Good Knowledge at Payroll processing functions
- Good knowledge at Social Compliance & CTPAT (Security) Audits
- Good Knowledge at HSE (Intermediate Level)
- Good communication and team-building skills
- Ability to manage multiple tasks in a challenging environment

PERSONAL INFORMATION

Father name : Muhammad Amin
Date of birth : 05th Jan, 1982
Marital Status : Married
Religion : Islam
N.I.C Number: 42401-1887921-9
Nationality: Pakistan

PERSONAL INTEREST

Event Organizing, T&D, Travelling and Swimming

M/S. FEROZE1888 MILLS LTD.

MAY 2015 TO-JUNE 2017

HR & Admin Executive

- Prepare Policy and procedure with HOD
- Performance management
- JD's of worker / IR matters
- Handling housekeeping (with 70+ janitorial staff)
- Fleet Management (Guest Pick & Drop , Staff Pick & Drop, Protocol Service, maintenance of Staff & pool vehicles)
- Managing all types of billing (Fleet Cards , Mobile Bills , PTCL Bills, Water , Gas & Electricity)
- Supervise workers' colony (500 employees capacity)
- Water management (01 Million Gallon per day)
- Assisting Compliance team during Audits
- Handling and negotiating with different vendors
- Managing deputation of office attendants in different departments (25 Office attendants)
- Organizing In-House & Out Door Event
- Arrangement of trainings related to workplace Safety Standards & Buyers COC (Wall Mart, Target etc.)
- Responsible to send couriers on time and manage 2 different courier services (overnight & overland)
- Handle day to day administrations issue on service desk operations
- Coordinate with different contractors to fulfill the requirement

M/S. CRESOX (PVT.) LTD

NOV 2007 TO APRIL 2015

Senior Officer HR

- Arrange Interviews & Finalizing Recruitment & Selection Process
- Performance Appraisal
- Benefit & Compensation
- Prepare payroll approx.3000 employees
- Coordinate with contractor to fulfill required work force
- Arrange orientation for new entrants
- Record keeping of S.E.S.S.I covered workers & employees
- Prepare allowances & Incentives
- SEESI & EOBI Claims
- Assist Compliance team during Audits



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