

ZULFIQAR ISHAQUE

S U M M A R Y

Focus on the desired results of your work and describe expected outcomes, align with the mission, goals, and priorities of your organization. Seeking challenging and dynamic opportunities according to my work experience and education however flexible with job profile and package.

E X P E R I E N C E MANAGER HR & ADMIN

Continental Print& Pack Pvt. Ltd, Pakistan (500 Employee Strength)

1st June-2022 – 10th February-2023

- Recruitment, Payroll, Performance Management, Employee Relation, Planning & Budgeting, and Local Labor Law, Dealing with government institutes.
- Developing side working and maintaining policy and procedure then amendment.
- ISO Certification Trademark Registration & Record of Trade License.
- Coordinate with the Travel Agency and facilitate Flight Tickets, Hotel Accommodation, and visas (if required) for employees traveling on official trips.
- To Execute and create work flow chart for all departments according to S.O.P
- Vehicles Insurance, Fire Insurance & Group Health Insurance.
- Managing CEO's Secretariat including all internal and external communication.
- Manage building maintenance dept. (Welders/Plumbers/Painters/ & Mason).
- Prove as a problem solver and WIN-WIN situation create between employer and employee.

HR&ADMIN EXECUTIVE

Star Denim (Pvt). Ltd, Pakistan (1500 Employee Strength, ISO 9001:2015).

5th January 2016 – 28th May-2022

- Employee Recruitment. (Hiring & Firing).
- Screening of short listed candidate through online channels and Schedule job interviews and contact candidates as needed.
- To Evaluate Performance management on probationary period and yearly appraisal according to KPI.
- To issue Offer, Appointment & Confirmation letters thus, other types Promotion, Transfer and Termination.
- Payroll management completely (Adjustment of Leaves, O.T, Loan. Tax etc.).
- To conduct Employee training and development program general and department wise as per monthly schedule.
- Employee Bank Account Opening all Documentation till biometric.
- To check all Personal files are proper and update with appropriate documents.
- Fleet management handling makes sure maintenance of all vehicles of company on specific time of period.
- Full And Final Settlement of Employee Gratuity, Leave Encashment other benefit as per policy.
- Handling petty cash and office asset record keeping.
- All types of documentation for Visa arrangement correspondence with embassy as per CEO directive.
- Dealing Group Life and health insurances and forward employee claims.
- Overseeing department budgets and maintaining inventory of office supplies
- Housekeeping maintains and checkout monthly janitorial staff report.
- To check daily security gate report which is consist of the security staff activities like access control for staff ,goods/material & vehicle movement according to Gate pass Inward/Outward.
- Any Task assigned by higher management accepts it and accomplish in limited time frame.

SECURITY COORDINATOR

Spark Security Services U.A.E (Decemebr-2010 – October-2015)

- Monitor & surveillance in the site
- Access control via control room.
- Prepare daily attendance record of deputed security personal of site.
- Checkout site & make sure all security personnel is working and active.
- Daily basis report to operation manager regarding site
- Any emergency situations handle according to system tool. Like fire alarm system.
- Precaution & protect the area from hazardous materials.
- Any offender/ criminal act or theft found so, informed and treat it according to U.A.E Law.



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CORE STRENGTHS

- Recruitment
- Payroll and also knowledge (WPS).
- Employee Relation
- Performance management
- Record Keeping & Documentation
- Local Labor Law also Study UAE Labor Law
- Vendor Management
- Maintenance Management
- Interpersonal & Communication Skill
- Fleet Management

PERSONAL SKILLS

- Time Management
- Excellent Communication
- Team work
- Leadership Qualities
- Problem Solver
- Creative and Self Motivated
- Field Investigations Skills

COMPUTER SKILLS

- SAP, ERP & HRMS Software's
- MS. Word
- MS. Excel
- Ms. PowerPoint
- Illustrator
- Creation Configuration
- Windows 8,10&XP

PERSONAL INFORMATION

- Marital Status : Married
- Date of Birth : 17th May 1981
- Nationality : Pakistani
- Driving License : U.A.E Valid Driving License.
- Languages : English, Urdu, Sindhi Punjabi (Fluent) Arabic (Medium)

HR ADMIN OFFICER

Bonanza Garment Pvt Ltd, PAKISTAN

NOVEMEBR-2008 – DECEMBER-2010

- Assist to Manager for all administrative and HR Core Function.
- Screening and short listing candidates and call for interview.
- Daily Employee attendance record maintains and report to HOD.
- Maintain all filing records in hard form and also soft form, Emailing, Faxing.
- Handle All Grievances of Employees like their Wages and other issues.
- Prepare Quotation of different Vendors.
- To Prepare Monthly billings of Vendors (Photocopier, Drinking Water supplier, Water Tankers Suppliers, Security Service provider etc..)

E D U C A T I O N & CERTIFICATIONS

B.COM (Bachelor of Commerce)

UNIVERSITY OF SINDH PAKISTAN. 2006

Labor Law &I.R Analyst (N.E.D) PAKISTAN. 2022

SA-8000(HR) (BUREAU VERITAS) PAKISTAN. 2018

Tally &Advance Excel (LAMBDA) PAKISTAN. 2009

REFERENCE

Upon on request