

MUHAMMAD HASSAN

ABOUT ME

I am an efficient professional, with 8 years of experience and a have a proven knowledge of brand management, client relationship management and profit growth. My aim is to leverage my skills to successfully fill the sales, marketing and HR manager role at your company.

CONTACT



92 3080703696, 92 3472701310



muhammadhasanali93@gmail.com



Karachi, SD 74600

EDUCATION

- Master's in Public Administration *University of Karachi, Pakistan(1st division) 2016 - 2016*
- Bachelors in Public Administration *University of Karachi, Pakistan(1st division) 2013 - 2015*
- Intermediate, Grade A 2012
- Matriculation, Grade A+1 2010

PROFESSIONAL EXPERIENCE

Sep 2020 -
Current

HR EXECUTIVE & ADMIN

Procon Engineering / Karachi, Sindh (MASTER GROUP)

- Direct all hiring and training procedures for new employees.
- Continually educate employees on company policies.
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress, and ensuring it stays positive and productive
- Coordinate and direct work activities for managers and employees
- Reconciliation and maintained record such as (Fabric, Raw Material, Dispatches, Company owned vehicle maintenance etc.
- Janitorial work, Maintained 5's activity on Japanese standard.
- Every Month Kaizen Activities.
- Reservation and travel arrangement for executive and staff.
- Work on HRMS and TIS to maintain the attendance, leaves and payroll.

Nov 19 – Aug
2020

MARKETING & FINANCE

Multiple products/ Jakarta, Indonesia

- Prepare and negotiate advertising sales products
- Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.
- Implementing new sales plans and advertising.
- Plan and modify product configurations to customer needs.
- Secure and renew orders and arrange delivery.
- Prepare PR/PO/GRIN
- Documents send to audit for further payment process.
- Maintain stock and sheets for bi annually audit.

HR OFFICER

Procon Engineering / Karachi, Sindh (MASTER GROUP)

Aug 2018- Oct 2019

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, performance evaluations, classifications, and employees' leaves of absence.
- Record data for each employee
- Inform job applicants of their acceptance and rejection of employment.
- Orientation and induction of newly joined employees
- Maintaining employee files and HR filing system.
- Performed confidential task for Human Resources benefits.

Mar 2018-July 2018

ASSOCIATE CONSULTANT

N Recruitment Consulting / Karachi, Sindh

- Develop, update and implement recruitment & induction related forms and interview assessment sheets.
- Timely updating of databases and maintaining physical & electronic records.
- Counsel the candidate on corporate benefits, salary, and corporate environment.
- Working with marketing department where is necessary.

Oct 2015- Feb 2018

HR EXECUTIVE

HRE (Human Resource Exigence) / Karachi, Sindh

- Acquisition for vacancies through various mediums
- Short listing profiles against the provided job descriptions, skills matrix and other requirements
- Conducting first hand interviews for Candidates before short listing them for an interview
- Share Analysis and reporting with Senior Consultants and Clients
- Coordinating Interviews for Senior Consultants and Clients

PROJECTS & RESEARCH REPORTS

- P&G product launch project, named **SWEETNER**
- Car launch 600cc Green Nan
- **EMPLOYEE TURNOVER INTENTIONS** (A comparative study from National Bank of Pakistan and Muslim Commercial Bank).

PARTICIPATION & ACHIEVEMENTS

- Attended a seminar, "How to write a Complaint"
- HR intern in **Tabba Heart**
- Organized an event "EHSAS-The point of realization".
- Certificate of achievement I-MARC held at the IBA main campus
- Community Services in **HELPING HAND** Organization
- **BLOGGER** for the passion of travelling

EXCLUSIVE QUALITIES

- Communication & Presentation skills
- Quick learner
- Leadership skills
- Time management
- Dynamic and Energetic Personality
- Sharp minded and creative

PERSONAL INFORMATION

Marital Status : Single
Date of Birth : 27th June 1993
Languages Know : Urdu, English & Indonesian