

Arslan Khursheed

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HIGHLIGHTS

- 3.8 years of practical experience in the field of Human Resources Professional as a Head of HR from different Organizations such as Healthcare, Hospitality and a Service based Organization.
- **MBA-HR** from University of Wales, Cardiff, **United Kingdom. (2011 to 2012)**
- **MBA-HR** from National University of Modern Languages, **Islamabad, Pakistan. (2008 to 2010)**

RESEARCH

- Successfully completed thesis on "**Discrimination on the Recruitment and Employment Practices and its affectivity in British industries**" as a final project during MBA (HRM) Program in the University of Wales, UK.
- Completed final project on "**Internship in Ramada Hotel**" during MBA (HRM) In National University of Modern Languages, Islamabad, Pakistan.

EXPERIENCE

ASSISTANT MANAGER/TEAM LEAD HUMAN RESOURCES [Head of the Department] (DECEMBER 2017 to December 2018)

THE INDUS HEALTH NETWORK, MULTAN INSTITUTE OF KIDNEY AND DISEASES HOSPITAL —MULTAN, PAKISTAN.

Job Duties/Responsibilities:

To work proactively in order to create strategic recruitment & selection plans. To work on training & development plans (Internal & External). To work and advise on employees benefits such as health insurance, pension, increments, market adjustment, Provident fund, E.O.B.I, Social Security. Performed and manage Head Count of more than 1000 staff members. A management of 6 team members in HR department. Labor laws implications. To manage employees grievances, disputes, inquiries. Manage annual Budget as per defined by the Organization. Successfully implemented Performance Appraisal and Management System through HMIS.

ASSISTANT MANAGER HUMAN RESOURCES (Feb 2015 to Jan 2017)

B.I SERVICES GROUP APS (XFS) —COPENHAGEN, BRONDBY STRAND, DENMARK

B.I Service Group is a leading and a famous organization providing staff services, situated in the heart of Greater Copenhagen, Denmark where the position assigned me as a Warehouse worker & Assistant Manager Human Resources.

Job Duties/Responsibilities:

Posting job ad completely through different web portals, linked in, Recruitment, Telephonic interview, screening resumes. Manage allocation of the people working for different departments. Performed work on different Human Resources software such as Sap Hanna, Sol Hut HR Systems software, Fisk HR. Other admin work such as filling of employees, employment data management.

RECRUITMENT / ASSISTANT MANAGER HR (June 2014 to December 2014)

COMBINATION PVT. LTD —Multan, Pakistan

A combination is a leading restaurant based in Multan, Pakistan where the position assigned me as Recruitment / Assistant Manager HR.

Job Duties/Responsibilities:

Job postings, sourcing and to conduct telephonic or one on one interviews of candidates. Organize training and to keep up to date the training schedule for employees.