

Contact Information

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Muhammad Khalil khan

Permanent

Address/Domicile

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OBJECTIVE

Looking for a challenging job in an organization where I can use my effort to the best of my ability and where my education specialized proficiency and capability would be valuable to the growth of organization and myself.

EDUCATION

MBA 3.5

Institute of Management Sciences Peshawar.

Sep.24th 2020

Majors: Human Resource Management

Research: The effect of knowledge management on organization culture

CGPA: 3.15

BA ECONOMICS

Quaid-e-Azam University, Islamabad.

October. 2016

CGPA: 2.8

HSSC (PRE-ENGINEERING)

Crescent public school and college

Aug. 2013

EXPERIENCE

- **Working with Pak Mission Society as an HR Officer(Learning and Development) from 1st Aug, 2024 and still employed.**

Job Responsibilities:

New hire Onboarding:

- Coordinate and manage the entire onboarding process for new hires, ensuring a seamless and positive experience from offer acceptance to the end of the probationary period.
- Serve as the primary point of contact for new hires, providing them with all necessary information, documentation, and support throughout the onboarding process.
- Conduct new hire orientations, including presenting PMS policies and organizational culture.
- Coordinate with various departments to ensure that new hires have access to necessary resources and equipment upon their start date.
- Process new hire paperwork, including employment contracts, and other required documentation (Job Description, Hiring Pack, etc), ensuring compliance with all relevant regulations.
- Assist in the development and implementation of onboarding materials and resources for new hires.
- Provide ongoing support to new hires, addressing any questions, concerns, or issues that may arise during the onboarding period.

- Maintain accurate and up-to-date records of new hire information and onboarding activities.
- Develop, document, and continuously improve the onboarding process to ensure a smooth and consistent experience for new employees.
- Maintain a comprehensive onboarding checklist outlining tasks, timelines, and responsible parties.
- Coordinate with the relevant stakeholders for the issuance of laptops, official SIMs, and Official email credentials.
- Assist in the development and execution of orientation sessions for new employees.
- Assess the effectiveness of orientation sessions through feedback mechanisms.

Learning & Development:

- Conduct assessments to identify training needs within the organization.
- Collaborate with department heads and managers to understand specific skill gaps and development opportunities.
- Design and develop training programs that align with organizational goals and address identified needs.
- Facilitate training sessions using various methods such as workshops, webinars, and on-the-job training.
- Ensure that training sessions are engaging, effective, and meet the learning objectives.
- Assess the effectiveness of training programs through evaluations and feedback mechanisms.
- Make recommendations for improvements and adjustments to training content and delivery methods.
- Provide guidance and support to employees seeking professional development opportunities.
- Assist in the creation and implementation of career development plans.
- Ensure that training programs comply with relevant regulations and industry standards.
- Generate and maintain reports on training activities, participation, and outcomes.

Internship Program:

- Facilitating the Hiring Process of the Internship Candidates.
- Onboarding process of Interns.
- Support in facilitating training and development programs for interns.

Performance management:

- Collaborate & Communicate with the employee, and his or her department head to establish clear and measurable performance goals for the employee. (for probation/annual).
- Facilitate the probationary evaluation process for new hires.
- Collect feedback from supervisors and team members to assess performance during the probationary period.
- Coordinate the annual performance appraisal process.
- Work closely with managers and employees to ensure timely completion of appraisal forms and documentation.
- Guide the appraisal process, including goal achievement, skills development, and areas for improvement.
- Maintain accurate and up-to-date records of employee performance, including goals, evaluations, and feedback.
- Ensure compliance with data privacy regulations and company policies in handling performance-related information.
- Communicate performance management policies, procedures, and timelines to employees and managers.

- Provide training and support to managers on effective performance management techniques.
- Gather feedback from employees and managers to identify areas for improvement and implement enhancements as needed.
- Assist in developing performance improvement plans when necessary.

Job Specification:

Skills and Competencies:

- Excellent verbal and written communication skills.
- Technical skills
- Strong analytical skills
- Organizational Skills
- Adaptability
- Need Analysis
- Evaluation and Feedback
- Adaptability
- Process Management

Working with MERF as an HR Officer from 1st February, 2023 to 5-Aug-24

- Being actively involved in recruitment by preparing job description, initiate VAF, managing the hiring process i.e. interviews, test, job offer, reference checks and orientation of new joiners.
- Prepare supporting documents for VAF, Offer Letter, Contracts and send HR-HO-Islamabad for approval.
- Participate in the interview panel.
- Draft offer letter, contract, and other HR correspondence and send HR-HO-Islamabad for approval.
- Distribute offer letter, contract and other HR correspondence to field staff; arrange their signing by staff, and ensure these are filed in relevant personnel files.
- Ensure Job description signed from all staff and placed in relevant employees personnel files
- Maintain and up to date Employees personnel file in Hard and as well as in the soft form
- Up to date HR Status, ensure all positions are filled on time and share the status with HR-HO-Islamabad on regular basis
- Maintain and update data base and share with HR-HO-Islamabad on regular basis
- Support to Finance Manager in the preparation of payroll with supporting documents
- Respond employee's queries related to HR, payroll, Final settlements and Leaves
- Assist Sr. Manager HR in performance appraisals
- Responsible and ensure all employees are registered with biometric attendance and putting their biometric attendance on daily basis
- Process Leaves application of employees, keep up date the record, and share with HR-HO-Islamabad on a regular basis
- Assist Sr. Manager HR for development and up-gradation of organogram
- Handle and support Health Manager in conflicts, disciplinary, and employee grievances issues and where necessary consult HR-HO-Islamabad for support.
- Investigate and prepare the case for warning letter and Terminations

- Ensure timely process of clearance and initiate the final settlements of leavers after clearance issue experience certificates by signing the document from HR-HO-Islamabad
- Communicate timely addition/ deletion for health/ life insurance to HR-HO-Islamabad on regular basis

- **Two years' experience in CERD as an HR Officer**

- Assisted with monthly reconciliations and Payroll Management
- Coordinated staff recruitment and Selection Process
- Record Keeping
- Minutes of Meeting
- Review of employee contracts and JDs
- Visiting all ongoing and planned field visits and trainings.
- Responsible for Organization events e.g., meeting, conferences
- Conducting staff performance evaluations.
- Maintain Employee Personal Files
- Preparing Employee Staff Lists
- Enlisting of employee on EOBI

- **Six Months Experience as an Assistant in Communication and Works.**

- Open files and keep a record of movements of files.
- Look after the work and duties
- Do such office work Sorting and sending mail
- Writing memoranda, reports, letters, and other items
- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Answering phone calls and taking messages
- Scheduling meetings and managing calendars

SOFT SKILLS

Computer Skills

MS-Office
EViews

Languages

English (Advanced)
Urdu

Trainings.

- One week Management Workshop at institute of management sciences Peshawar.
- One month training in supply Chain Management
- Professional certification in Microsoft
- One month training on Business incubation and entrepreneurial development
- One month training on E-Commerce under Digital Skills for KP Initiative.
- One week training on Child Protection Facilitator
- One month training on Digital Marketing

Facebook.... ([https://www.facebook.com/Khalil khan](https://www.facebook.com/Khalil%20khan))

Reference

Mr. Wajid Ali

HR Manager

CERD

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