

Sundas Tariq

Postal Address: P-92, Usman Street, Khayaban Colony No 1 Faisalabad

TEL #: (051)5739098

Cell #: 0321-7826927

Email: sundaszaidi86@gmail.com

Permanent Address: House 189# Street # 78, G11/2, Islamabad

Work Aims & Objectives:

- ❖ To work in an organization where job is challenging opportunity to prove my skills are limitless and chance of professional growth are boundless.
- ❖ As HR professional keen for helping companies with recruitment, screening candidates, posting job announcements, conducting interviews, making offers, and doing background checks on candidate
- ❖ Have the ability to provide human resources leadership for multiple donors and projects and to facilitate human resource strategy execution.
- ❖ Able to ensure development, delivery and alignment of human resource products and services to support achievement of project/program objectives
- ❖ With the capacity to led project teams charged with designing and implementing talent management strategies and alternative workplace staffing solutions.

ACADAMIC QUALIFICATION

MSc (Population Science)

Session: 2009

CGPA: 3.84

Institution: University of Agriculture Faisalabad.

PROFESSIONAL EXPERIENCE

Organizational Experience: HR Manager

Duration	1 st February 2021 to Date
Organization	The University of Faisalabad
	Engineering wing
Department:	HR Department
Location	Faisalabad

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills

Organizational Experience: Manager HR and Operations

Project Duration	1 st February 2018 to 31 st October 2020
Organization	Taaleem Foundation
Project	UNESCO, GIZ and AJK Ministry
Department:	HR and Operation
Location	Islamabad

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Completed donor funded projects and contributes in their final closeout activities
- Contributed in designing TORs and Contract of donor funded project staff.
- Review employment and working conditions to ensure legal compliance

Professional Experience: -

Organizational Experience: HR Officer

Project Duration	July 2017 to January 2018
Organization	PLAN International Pakistan
Department:	HR Department
Location	Islamabad

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Organizational Experience: HR Assistant

Project Duration:	July 2015 to June 2017
Organization	PLAN International Pakistan
Department:	HR Department
Location	Islamabad

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

Organizational Experience: HR Associate

Project Duration	January 2013 to January, 2015
Organization	Sarsabz Foundation
Department:	HR Department
Location	Faisalabad

- Assist the community to organize themselves in Community/Village Organization involving men & women in decision-making and to maintain the record of community organizations.
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)

- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Providing guidance and support to the communities in the implementation of village level activities, including the facilitation of externals, coordinating training activities and supporting conflict resolution at the community level.
- Train & support groups, cluster based & district level stakeholders and to facilitate in activities and interventions for the improvement of socio economic status of the community through "Rights Based" Approach.
- Ensure participation of community especially women groups in implementation, monitoring and evaluation of activities.
- Assisting the community to identify and prioritize the individuals and groups according to the need of project objectives.

Organizational Experience: HR Associate

Project Duration	September, 2010 to December, 2012
Organization	Taibah Enterprises
Department:	HR Department
Location	Faisalabad

- Facilitating human resources processes
- Administering employee health and welfare plans
- Acting as a liaison between employees and insurance providers
- Resolving benefits-related problems
- Ensuring the effective utilization of plans related to HR programs and services
- Administering health and welfare plans, including enrollments, changes, and terminations
- Answering employee requests and questions
- Assisting with new employee hiring processes
- Reconciling benefits statements
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Assisting with the performance review and termination processes
- Assisting with the recruitment and interview processes
- Assist with day to day operations of the HR functions and duties

- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)

Organizational Experience: HR Intern

Project Duration	February, 2010 to August, 2010
Organization	Taibah Enterprises
Department:	HR Department
Location	Faisalabad

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

Certification

- Creative Writing
- Freelancing
- Population Dynamics and Security Public Policy Challenges

Other Skills

- Complete knowledge of all fields areas, Islamabad and Rawalpindi
- Hard working, self-motivated and effective team player with good interpersonal skills.
- Working on EMIS and ERP system
- Good communication skills
- Adobe Photoshop
- Operational management

Languages

- English:
- Urdu:

➤ Punjabi

References

Reference will be provided on request