



Syed Jamal Jaleel

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Summary

An experienced and enthusiastic HR professional with a proven track record of recruitment, managing the entire recruitment life cycle, acquiring talents through utilizing recruitment tools and passionate about the new learning and advancements. I always look for new challenges to nurture my potential to the fullest. Skilled at problem solving and rapport building.

Employment History

HR Officer – Talent Acquisition, Premier Group

(November 2017 – Present)



Company overview:

Premier is one of the leading distribution solutions providers across Pakistan, founded since 1971. Now, successfully running its wide operations Pan Pakistan along with 50+ branches and 800+ Fleets and coverage of huge no. of outlets. Business partners with multi-national and national companies. Deals in Pharma, FMCG, Personal Hygiene & Care and crockery industry.

Duties and responsibilities:

- Looking after complete life cycle of recruitment & Selection of all level staff
- Prepare job description and job specification of each position by liaising with the Head of departments
- Source potential candidates through social media and professional networks
- Prepare remuneration package and placing the offers to the final candidates
- Counsel the candidate on corporate benefits, salary and corporate environment
- Formulate offer letters and joining documents
- Conduct orientation program and on-board them with the necessity of IT assets etc.
- Perform recruitment analysis and Employee Turnover analysis to measure the efficiency of the processes and identify the reasons of High Turnover
- Organize and attend different university's career fairs to hunt talent among competitive students
- Ensure Employee information updates, such as Transfer, Promotions and Resignation process in the payroll and ERP system
- Functional team lead of HR module, ensure updating employee data process and resolve the issues on ERP (Microsoft Dynamics AX)

- Address employee relations issues such as Work complaints, Performance Issues and other employee concerns

Achievements (Premier Group):

- Implemented Recruitment Analytics to improvised the recruitment efficiency
- Enhanced On-boarding Experience and introduce new inductions post on various channels
- Assisted in Employee Handbook for employees better understanding on policies
- Trained HR Officer and Trainee for my previous job performing tasks

HR Intern, Dollar Industries Pvt Ltd, Karachi
(Stationary Manufacturer)
(Aug 2017 – Oct 2017)



Achievements and responsibilities:

- Assisted in gathering employee family dependents data
- Assisted in third party database creation and reconciliation
- Assisted in creation Reward & Recognition Program (Excel Sheets)
- Conversion of third-party employee's billing data into soft (Automation)
- Assisted in Organization chart development

Skills & Abilities

- Problem Solving
- Quick Learning ability
- Head Hunting
- Analytical Skills
- Ability to work under pressure
- Interpersonal Skills
- Negotiation Skills
- Conflict Management
- MS Office (Excel – Mid Level)

Education

MBA – Human Resource Management
Iqra University (Main Campus)
(January 2018 – December 2019)



Electives:

- Recruitment & Selection
- Performance & Compensation
- Training & Development

BBA - Honours
Iqra University (Main Campus)
(January 2013 – December 2017)

Certificates

- Participated in "Assessment methods in Selection & Performance" Session (2018)
- Participated in "Effective Employee on-boarding" Session (2019)

Personal Projects

- Introduced business plan with feasibility report for a start up in Entrepreneurship course
- Propose MS Office Project in CAB-1 Course, applied basic formulas (Sum, if, V look up etc.), salary sheets and calculating bonus, P.F etc.
- Submitted Thesis on "Determinants of Employee Turnover Intention and its influence on Social Loafing Behaviour" In FMCG Sector in Pakistan

Hobbies and Interests

- Book Reading
- Listening Songs
- Socializing
- Watching Movies
- Gaming