

# MUHAMMAD TASAWAR KHAN

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An innovative, dynamic and team oriented **Human Resource Professional** and proven success history of **3.5** years in Food Industry. Who believes in learning and development of himself and people around him, who always thrive to learn something new, and abreast with all applicable business leadership skills!

## Core Knowledge & Skill Area includes:

Organizational Design	Deployment of Manpower	Performance Management System
Policies Implementation	Recruitment & Selection	Compensation Management
T&D of Employees	Induction & Orientation	HR Analytics (Administrative Reports)
Compliance Management	Doc. & Correspondence	Employee Separation Process

## KEY SUCCESS AREAS

- **Recruitment Strategy:** Developed and executed 2 Years Recruitment Strategy for Big Bird Foods including Technical, Skilled, Non Skilled and Staff level hiring.
- **KRA's & KPI's:** Successfully developed & executed 1<sup>st</sup> time KRA's and KPI's for staff level employees of Big Bird Foods (Pvt.) Ltd.
- **Team Work:** Work, Coordinate & Support for effective teams work at previous organization and current as well
- **Continuous Improvement:** Introduced and implemented HR programs at Processing Plant.
- **Efficiency Improvement:** Distinguished Processing Plant as the **most efficient HR systems** with other setup of the Group.
- **Introduced New HRIS:** Introduced & Implemented ERP (Microsoft Dynamics) at Big Bird Foods.
- **Attendance Management:** Successfully introduced large scale Online Attendance System.
- **Compliance Management:** Carried out SWA Audit (McDonalds International) Supplier Workplace Compliance Audit & other Govt. Labor Inspections.
- **Deployment of Manpower:** Led various initiatives like assessing deployment according to business needs and benchmark.
- **Implementation of Policies:** Introduced & Implement HR Policies for the betterment of Employees & Employer.

## CAREER HISTORY

<u>HR Officer</u>	<u>Big Bird Foods (Pvt.) Ltd, Lahore</u>	<u>March, 2018 – Present</u>
<u>HR Assistant</u>	<u>Big Bird Foods (Pvt.) Ltd, Lahore</u>	<u>Feb, 2016 – Feb, 2018</u>

**Big Bird Foods (Pvt.) Ltd.** was established with the prime objectives to set up a chicken processing unit that would provide processed quality chicken products in the local and international markets.

### Major Job Outline:-

Following are my major KRA's with JD's:

- **Organizational Design & Policies Implementation:**
  - Updating of Departments Organograms.
  - Development of JD's against each position.

- Orientation to all employees regarding HR Policies.
  - Maintaining and Implementing of all policies.
  - Record input/suggestions about policies from Employees.
- **Performance Management System:**
  - Coordination in Performance Management & development of KRA's & KPI's with Line Managers.
  - Preparation of Annual Performance Appraisals Summaries.
  - Preparation of Summary Performance Gap/ TNA
  - Preparation of Summary Recommendations.
  - Annual Target Plan.
- **HR Analytics/Monthly Reports:**
  - Production Efficiency Report.
  - Turnover Report.
  - Overtime Trend Report.
  - Recruitment Response Time Report.
  - Absenteeism Report.
  - Monthly Addition Deletion Report.
  - Approved Manpower Status Report.
  - Payroll Summary & Analysis.
  - Group Insurance Addition Deletion Summary.
  - Employee Separation & Clearance Report.
  - Overall Comparative Reports Summary.
- **Recruitment & Selection:**
  - HR Requisition Coordination.
  - Job Ads posting of active positions in coordination with Head office HR team.
  - Initial interview after receiving pool of candidates.
  - Scheduling interviews with relevant department.
  - Creation of labor pool according to production demand in coordination with contractors.
  - On boarding of labor according to approved budget.
  - Coordination of Medical Fitness Certificate.
- **Induction & Orientation:**
  - Announcement of new Joining.
  - Orientation Training.
  - Biometric Attendance scanning & issuance of code.
  - Personal Files Preparation.
- **Documentation & Correspondence Coordination:**
  - Coordination between Employees & HR Team at Head Office Regarding Employment Letters.
  - Coverage in Medical Insurance & Coordination for claims processing & follow up.
  - Accident & fatalities intimation & Claim processing against Life insurance & follow up.
  - Re-imburement of Medical Expenses.
- **Payroll Processing:**
  - Timely & accurate processing of Payroll
  - Preparation of Labor salary Overtime sheets & invoices.
- **Employee Separation Process:**
  - Conducting & Coordinate Exit Interviews.
  - Clearance formalities.
- **Administrative Support/Cross Functional Coordination:**
  - Training Coordination with Q.A, HSE & others.
  - Medical Examination of all employees annually.
  - Coordination with Govt. Department related to EOBI, SSO, Health & others.
  - Disciplinary cases & Govt. Audits, Suppliers & Customers Compliance Audits.

**Assistant Manager**      **Flare SMC (Pvt.) Ltd, Islamabad**      July, 2015 – Feb, 2016

Flare Magazine, Pakistan top leading Business News Magazine, meets the information and research needs of the global and local communications of customers, clients & industry.

**Major Job Responsibilities Includes:-**

- Administrative.
- Marketing &
- Editor.

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**Training & Workshops**

- Successfully earned **Business English Program (Pakistan Institute of Management – Lahore).**
- Completed Labor related Laws, SWA, and Project Management Self Study Course.
- One day HACAP Course from Unilever Foods Solutions – Pakistan.
- Various Trainings on Food Production, Food Safety at Big Bird Foods (Pvt.) Ltd.
- MS Office, Microsoft Dynamics AX, Vision plus, BI Tools, SAP, MS Visio.
- Internship at Agritech Fertilizer (Pvt.) Ltd.
- Volunteer at CDC University of Sargodha, Sargodha.

**Interests/Strengths/Activities**

- Favorite Game “Badminton”
- Hardworking/Flexible
- Social Media Browsing (LinkedIn)
- Research related to Job/Study
- Self-Directed & Target Oriented
- Motivated & Energetic.

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**Education**

2011 – 2015	<b>MBA 3.5 Years (HRM)</b>	University of Sargodha, Sargodha, Pakistan
2009 – 2011	<b>B. Com (Commerce)</b>	University of the Punjab, Lahore, Pakistan

**Personal Information**

- Father Name: Muhammad Anwar Khan
- Date of Birth: 03-February, 1991
- Nationality: Pakistani
- CNIC: 38302-1036413-5
- Passport No: JA4134131
- Marital Status: Single

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**Languages:** English, Urdu, Punjabi & Saraiki