

Kiran Khan

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DOB: May 25, 1986, NIC No: 61101-8756420-0

House # 134, Street 5, Phase 4b, Ghouri Town Islamabad 44000, Pakistan

Having more than 5 years of experience, I served as a key strategic partner in talent management and organizational development. I effectively oversaw a wide range of HR functions, including recruitment, performance management, employee relations, and compliance.

SKILLS:

Interpersonal Skills, Conflict Resolution, Recruitment and Staffing, Performance Management, Training and Development, Compensation and Benefits, HR Technology, Change Management, Time Management, Multicultural Competence

Human Resource Operations Manager

Silver Oaks Group of Schools & Colleges

July 2019 till Present

- Maintaining **Personnel Records** of employees in Soft
- Adding all employee data on ERP **Al-Gaurizion**
- Issuance of Algaurizin login ID's & Passwords
- Managing and executing end-to-end Recruitment & Selection process.
- Manage CV **data bank**.
- To prepare and issue all HR related documents including **appointment** letters & **termination** letters.
- To prepare promotion letters, increment letters, demotion letters, warning letters & reference letters and transfer letters to employees.
- Responsible for smooth **Exit** Process & Final Settlement
- Reconciling of staff weekly & monthly **attendance** report of all staff members
- Maintaining **leave Management system**
- Preparing **Campus Head Salaries** every month according to the capacity
- Custody of non-Training **HR KPI** Matrices (Attendance Review Data; Turnover Review Data; Screening Process Compliance Review Data; Staff Turnover / Exit Process Compliance)
- Preparing Job **Adverts/Job Watch**
- **Report writing** for shortlisted candidates against Job watch of Leadership staff
- **Applicant screening / HR Scheduling Interviews**
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Program sponsors for **Peer to Peer**

- Marinating & updating staff **Medical insurance** annually.
- Record keeping of **Undertaking forms**.
- Support all internal and external HR-related inquiries or requests.
- Preparing Month End, Weekly or as-and-when required reports for line manager / management.
- Provides other support to Human Resources management and staff as assigned

International Program Manager

Grafton College of Management Sciences

May 2018 till June 2019

- Working as a bridge between student and assessor/ professor.
- To make ensure verbal evidence of how central systems and procedures are understood and implemented at program level.
- Evidence of program management of BTECs in their subject area (e.g. program files, live quality assurance documentation).
- For Level 4 to 7 qualifications, the program leader also ensures assessment records and student work are retained for sampling and will work with the Standards verifier to ensure that appropriate sampling takes place.

Campus Relationship Officer

ALLIED SCHOOL HARMAIN II

March 2017 till May 2018

- All school admission, withdrawal, and dealing with transfer In and Transfer Out.
- Arrange Principal/ Teachers meetings with parents.
- Daily attendance uploaded on portal
- Vast knowledge of using Allied School Portal

Associate HR Officer

BRAC PAKISTAN

January 2011 to July 2012

- Working closely with various departments, implement policies and procedures
- Promoting equality and diversity as part of the culture of the organization
- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates
- Developing and implementing policies on issues like working conditions, equal opportunities, disciplinary procedures and absence management
- Preparing staff handbooks
- Advising on pay and other remuneration issues, including promotion and benefits
- Undertaking regular salary reviews

- Administering payroll and maintaining employee records
- Dealing with grievances and implementing disciplinary procedures
- Planning, and sometimes delivering, training - including inductions for new staff
- Analyzing training needs in conjunction with departmental managers.

Internships

CMPak (ZONG)

June 2007 to September 2007

New Product launch and Development

- Worked as DSO and did direct selling in more than 15 universities/colleges to analyze market position and perception of Paktel
- Market survey and launching of new packages by targeting youth
- Wrote a complete report of best suited future marketing strategies of CM Pak to General Manager North

Academic Qualification

Master of Business Administration (Human Resource)

CGPA: 3.57 Year: 2008

Muhammad Ali Jinnah University, Islamabad

Graduation in Commerce

Year: 2005

Islamabad Commerce College for women

Intermediate

Year: 2003

Margalla College for Women Islamabad

Projects

- Wrote a case study on;
"Recruitment and Selection" and forwarded for international publication in ECCH
- Business week; practicing business activities.
- Conducted Seminar on "Significance of Job Description and Job Analysis"
- Research paper on impact of TV advertisement on youth spending pattern

Distinction

- **Awarded deans certificate for securing 3.87 GPA**
- **Nominated for the best student of the year 2008 in university**

Languages: Proficient in speaking and writing English, Urdu and Pashto

Proficient in: HR policies, contracts and correspondence with the help of tools like MS Office