**** Muhammad Imran

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**s4shaun1234@gmail.com**

**Objective**

To obtain approval of my EB-2 National Interest Waiver (NIW) application based on my exceptional abilities and significant contributions in Human Resource Management and administration

**Education**

* **MBA HR**,01/2016 to 07/2019
*SMI University*
* **LLB**, 11/19 11/2022
*Dadabhoy University*
* **BA**, 07/2011
*Federal urdu University*

**Professional Experience**

**M/S. SAMI Pharma** **JUNE 2019 to- to till date**

**Assitant Manager IR HR**

Dealing Court Matters related to EOBI & SESSI

Recruitment

Benefit and Compensation

Coordinate with the government representative/inspectors, and labour department regarding the various annual inspections and audits i.e. EOBI and SESSI, Health and Environment etc.

3rd Parties' Contract Renewal

EOBI all Matters

SESSI all Matters

WPPF Working

Audit of workers/employee Files

Inspection of SESS

Claim from Govt Department like Marriage Grants, Death Grant, Education Scholarship, Training of worker

Labour Laws compliance sheet

Provide consultancy regarding any labour law issue to management

M/S. ATLAS BATTERY (ATLAS GROUP OF COMPANIES) **JULY 2017 to-Feb-2019**

**Executive Admin & IR**

Coordinate with the government representative/inspectors, and labour department regarding the various annual inspections and audits i.e. EOBI and SESSI, Health and Environment etc.

Take an active part in CBA negotiations for union agreements and ensure timely closure with a win-win approach.

Liaising and negotiating with union reps concerning pay and benefits issues as per local laws.

Monitor and Submission annual and half-yearly returns.

To ensure the processing of workers' death and accidental claims through

Insurance Company.

Managing Contractual Management System (3rd Party) with around 2000 workers.

Fleet Management (Guest Pick & Drop, Staff Pick & Drop, Protocol

Service, maintenance of Staff & pool vehicles)

Supervise maintenance of approx.200 company vehicles and 50 pool vehicles

Managing all types of billing (Fleet Cards, Mobile Bills, PTCL Bills, Water, Gas & Electricity)

M/S. FEROZE1888 MILLS LTD. **MAY 2015 TO JUNE 2017**

**HR & Admin Executive**

SESS and EOb related all matters

SESS and EOB Claims

WWF Claims

3rd Party Agreement

Annaul Renewal of Agreement

Other task assign by manager HR

JD’s of worker / IR matters

Handling and negotiating with different vendors

Handle day-to-day IR / ER issue

Coordinate with different contractors to fulfil the requirement

M/S. Cresox Pvt Ltd. **Nov 2011 TO Mar 2011**

* HR Recruitment
* Time office
* HSE compliance
* F&F settlement of staff
* Social compliance

**Publications**

* 1 publication in process and will be publish in international journal Dec-2024.
* 3 publication in local journal

**Honors and Awards**

* Best employee awards from company
* Appreciation award from Federal urdu Board
* Reward from Fedearl board

**Professional Affiliations**

* Member of SHRM
* Member of HR Dost
* Member of Sindh Bar Council

**Skills**

* Recruitment
* Performance Management
* Employee Relation
* Learning & Development
* HR Info System
* Legal Compliance
* Communication and Interpersonal Skills
* Strategic Thinking and Business Acumen

**References**

Available upon request.