
ATTAULLAH KHAN

HR Executive | HR Officer | Recruiter | HR Coordinator

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Summary

I am a dedicated HR professional with a Bachelor's in Marketing and a Master's in HR. My expertise lies in employee management, hiring practices, and HR administrative processes. I thrive in dynamic environments and have proven experience in managing substantial employee data and ensuring compliance with HR policies. I aim to make a positive impact in HR roles, focusing on strategic recruitment and employee engagement.

Experience



DESCON ENGINEERING QATAR LLC

HR Executive

Lusail, Qatar

12/2025 – 03/2026

- Maintained accurate hard copy and digital employee records, ensuring compliance with company and regulatory requirements.
- Coordinated with multiple departments including HSE, Execution, Planning, QA/QC, Scaffolding, Rigging, and Insulation for manpower planning and hiring needs.
- Prepared job offers in line with the company's salary scale, grading system, and HR policies.
- Drafted and issued employment contracts using the company's standard formats.
- Worked extensively on SAP (HCM Module), managing employee attendance, profiles, grading, and status updates.
- Managed the complete employee lifecycle, from recruitment and onboarding to transfers and termination.
- Coordinated with recruitment agencies in India for sourcing candidates for critical positions.
- Maintained and monitored employee attendance records and supported payroll processing activities.
- Responded to internal and external HR inquiries, providing timely and accurate assistance.
- Handled and redirected HR-related calls and correspondence to appropriate team members.
- Updated and maintained master employee data files for new and existing staff.
- Coordinated with newly hired employees to collect and verify employment and onboarding documents.
- Assisted employees with HR-related queries and administrative support.
- Coordinated with employees and relevant authorities to collect required documentation for visa processing.
- Managed the end-to-end visa application process, including form submission, QVC requests, and follow-ups with the Visa Section Department.
- Coordinated and booked employee flight requests based on site requirements and job scope, and shared confirmed tickets with employees in a timely manner.
- Coordinated with the Pakistan MPIS team for visa protection and compliance matters.



THE BARON PAKISTAN

The Baron Pakistan

HR Officer

Islamabad, Pakistan

01/2025 – 11/2025

- Maintain Master Data of Employees.
- Hire Different Positions like (FDO, GRO, Bell boy, Captain, Duty Manager, Restaurant Manager, Chef, Commis, Dishwasher, Room Boy, and Laundry Sup).
- Oversee recruitment processes, from job posting to candidate onboarding.
- Maintain Employees Record in Soft and Hard Copy.
- Manage attendance and leave records.
- Handle payroll management, including salary calculations and related documentation.
- Support the implementation and maintenance of HR policies and procedures.
- Assist with employee queries regarding HR matters.
- Prepare and maintain HR reports, ensuring confidentiality and accuracy.
- Provide administrative support to the HR department as required.
- Prepare Contract Letter, Offer Letters, NDA, Acknowledgments, and Performance Appraisal & Exit Documents for employees.



Maidaan Group of Companies
HR Executive

Islamabad, Pakistan
11/2024 – 12/2024

- Manage in assisting end-to-end recruitment for Islamabad and Jhelum teams, including job postings, candidate screening, interviews, and offer letters.
- Ensure a smooth onboarding process for new hires in both locations, including orientation sessions and paperwork completion.
- Act as the first point of contact for employee concerns and grievances
- Facilitate conflict resolution and promote a positive workplace culture across both sites (Islamabad and Jhelum).
- Coordinate timely and accurate payroll processing for employees in both cities.
- Address employee queries related to salaries, benefits, and leave policies.
- Oversee the performance appraisal process for teams in Islamabad and Jhelum.
- Monitor employee attendance and leave records for both locations, ensuring accuracy and compliance with company policies.
- Address attendance issues and maintain transparent communication with team leads.
- Present insights and recommendations to the management team
- Plan and execute employee engagement activities to foster teamwork and morale. Actively seek feedback from employees to improve workplace satisfaction. Occasionally travel to Jhelum for on-site HR-related activities, including interviews, or employee meetings.
- Maintaining consistent communication with the Jhelum team leads to addressing HR-related needs. Oversee resignation or termination processes, ensuring compliance with company protocols. Conduct exit interviews and document feedback for organizational improvement.



DESCON ENGINEERING PAKISTAN (Client Pakistan Refinery Ltd & Engro Fertilizer Ltd)

HR Executive

Pakistan
01/2024 - 06/2024

- Hiring Indirect Management Employees.
- Maintain Master Data of Employees.
- Coordinate with different departments for Hiring Purpose like (HSE, Execution, Planning, QA/QC, Scaffolding, Rigging, Insulation, & Sandblasting Sup/Inc.
- Maintaining a detailed record of the company's management employees.
- Overseeing the employee's termination process.
- Maintaining and recording employee attendance and overseeing the process of payroll.
- Responding to internal and external HR related inquiries.
- Conduct Interview Campaign for different Projects in Pakistan.
- Handling 288 Management Employees.
- Work on Sap (HCM Module, Employees Attendance, Employees Profile Status, Grading etc.)
- Overseeing the employee's Life Cycle (From Job Placement to On Boarding, Job Placement-On Boarding to Termination).
- Deal with employees regarding rate or respond to employees if there is any queries regarding HR.
- Prepare Contract Letter, Offer Letters, and Performance Appraisal & Exit Documents for employees.



DESCON ENGINEERING OMAN LLC (Client Mina Al Fahal-MAF Muscat)
HR Coordinator

Sohar, Sultanate of Oman
06/2023 - 12/2023

- Maintain both hard and digital copies of employees' records.
- Preparing the job offer based on the salary scale and the grading system and according to the company policy.
- Prepare Contract Letters for Employees on company standard format.
- Work on Sap (HCM Module, Employees Attendance, Employees Profile Status, Grading etc.)
- Overseeing the employee's Life Cycle (From Job Placement to On Boarding, Job Placement-On Boarding to Termination).
- Maintaining and recording employee attendance and overseeing the process of payroll.
- Responding to internal and external HR related inquiries or requests and provide assistance.
- Redirect HR related calls or distribute correspondence to the appropriate person to the team.
- Update records of new and existing staff In Data Base.
- Coordinate with new employees for documents purpose.

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- Assist with internal and external human resource inquiries from employees.
 - Coordinated with employees and relevant authorities to gather necessary documents and information for visa processing.
 - Managed the visa application process from start to finish, including form submissions, fee payments, and follow-up Communications.
 - Ensured timely and accurate submission of visa applications, resulting in a high approval rate for employee travel. Book Tickets for Employees.
 - Coordinate with Head Office for Employee Visa Protection. Deal with 392 Employees on a site.



DESCON ENGINEERING PAKISTAN (Client Engro Fertilizer & PakArab Fertilizer)
HR Executive

Pakistan
08/2022 - 03/2023

- Hiring Indirect Management Employees.
- Handling Master Data of Employees.
- Work on Sap (HCM Module).
- Maintaining a detailed record of the company's management employees.
- Overseeing the employee's termination process.
- Maintaining and recording employee attendance and overseeing the process of payroll.
- Responding to internal and external HR related inquiries or requests and provide assistance.
- Redirect HR related calls or distribute correspondence to the appropriate person to the team.
- Act as a bridge between site and HQ.
- Conduct Interview Campaign for different Projects in Pakistan.
- Handling 272 Management Employees.



SALMAN MEDICAL GROUP
Administrator

Al Hidd, Kingdom of Bahrain
03/2022 - 05/2022

- Organize and maintain personnel records.
- Answering incoming calls; taking messages and re-directing calls as required.
- Dealing with email inquiries.
- Create regular reports.
- Book appointments for patients.
- Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.).
- Mark Attendance of Employees.
- Insurance Claims.



NATIONALBANK OF PAKISTAN
Internship

Daharki Branch, Pakistan
06/2019 - 08/2019

- Cheque Book Issue.
- ATM Card Issue
- Entry of cheque book and ATM card in register.
- Cheque book pass.
- Biometric verification.
- Account update and tagging system.
- E-remittance.
- Pay of Govt Challan.
- Account closed process.
- Printing of Account statement.
- Entry of account opening form.
- Call to cheque book and ATM Card clients.
- Cheque book cancellation.

Education

Govt Degree Collage Mirpur Mathelo Intermediate	Mirpur Mathelo, Pakistan 03/2014 - 06/2015
Abasyn University Islamabad Campus BBA (Bachelor of Business Administration in Marketing)	Islamabad, Pakistan 08/2016 - 11/2020
Iqra University Islamabad Campus MBA (Masters of Business Administration in HRM)	Islamabad, Pakistan 09/2020 - 09/2021

Strengths

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| b SAP HCM Proficiency
Proficient and skilled in the use of SAP HCM Module for Human Resource Management (Like Profile Check, Grade Check, Salary Check, Blacklisting Check Previous BU Record Check, Attendance Check). | b Team Coordination
Strong ability to coordinate diverse Teams and manage employee lifecycle Effectively. | b Decibel
Decibel we use for hiring purposes. |
| | | b Google Drive |

Skills

Ms Office, SAP HCM, Google. Drive, Decibel, Invert Electronic Medical Record (Invert EMR), On-boarding, Off-Boarding, Administration.

Training / Courses

Computer Special Course (C.S.C)— 06 months course on basic computer skills, covering essential software applications.

HSE Course — 06 months course focused on Health, Safety & Environment principles.

Industries

- Refineries & Petrochemicals Plants
- Industrial Services
- Marketing
- hospitality