

Roman Fajar

HR & Finance Executive



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Professional Summary

Dedicated HR and Finance professional with 1.5+ years of comprehensive experience in **recruitment, onboarding, payroll management, and policy development**. Proven ability to streamline HR operations, foster positive workplace cultures, and align people strategies with business goals. Passionate about driving employee engagement and organizational success.

Core Competencies

- End-to-End Recruitment & Talent Acquisition
- Payroll Processing & Compensation Management
- HR Policy Development & Compliance
- Employee Onboarding & Offboarding
- Performance Management & Career Development
- Employee Relations & Conflict Resolution
- Attendance & Leave Management
- HR Documentation & Database Management

Professional Experience

HR and Finance Executive

[Fantech Labs](#) | Nov 2024 – Present | Okara, Pakistan

- Processed monthly payroll for 90+ employees, ensuring 100% accuracy in salary disbursements, deductions, bonuses, and tax compliance for all employees.
- Assisted in budgeting and financial reporting, reducing HR-related expenses by approximately 15% through cost-saving strategies.
- Reduced average hiring time by 30% by implementing structured interview scorecards, optimized sourcing and screening processes and recruitment trackers, while maintaining a 85% candidate satisfaction rate.
- Designed and updated HR policies, for leave, attendance, code of conduct, and POSH, ensuring full legal compliance and operational efficiency.
- Spearheaded the redesign of the employee handbook and 10+ HR forms (leave, attendance), cutting onboarding time by 25%.
- Streamlined HR workflows by creating standardized templates for onboarding, appraisals, and employee management.

- Maintained confidential employee records and statutory documentation, exercising strict due diligence in data handling and privacy.
- Resolved employee grievances and conducted conflict resolution, fostering a positive workplace culture and reducing turnover by approximately 15%.
- Administered performance appraisals and feedback sessions, resulting in improved employee satisfaction and career development tracking.

Internee HR and Finance Executive

[Teglux](#) | May 2024 – November 2024 | Okara, Pakistan

- Supported full-cycle recruitment by sourcing candidates, screening resumes, and coordinating interviews for multiple open positions.
- Assisted in payroll processing and maintained accurate employee records, ensuring data integrity for statutory compliance.
- Drafted HR forms and process documents, contributing to a centralized employee handbook.

Technical Skills

- **Advanced:** Microsoft Excel (Financial Sheets), Google Workspace
- **Data Presentation:** gamma.app, MS Powerpoint, Google Slides.
- **Project & Workflow Management:** Trello, Slack.
- **Familiar:** Boolean Search Techniques, Recruitment Tools, HRIS Systems

Education

BS Applied Psychology

University of Okara | CGPA: 3.75 (Gold Medalist)

F.Sc. (Pre-Medical)

ILM Group of Colleges, Renala Khurd | Final Grade: A+

Certifications

- Bookkeeping Basics #2: Understand The Mechanics (Ron Trucks)
- Introduction to Human Resource Concepts (Stone River eLearning)
- Effective Human Resource Administration (Stone River eLearning)
- Boolean Search Essentials for Recruitment Professionals (Craig Brown)
- Exit Interviews: Powerful HR Insights (CRFT Productions)

Languages

- **Urdu:** Native Proficiency
- **English:** Professional Proficiency