

We are hiring!

Position
Executive-Human Resources (HR)

Job Location
Tongi Site

Apply within:
31st May 2026
(Sunday)

Mail Subject:
CV for Executive-Human Resources (HR)

Send CV at
asif.iqbal@synoviapharma.com




Job Type:

- Full-time



Job Responsibilities:

- Support recruitment and onboarding activities for employees across different levels.
- Coordinate interviews, employee documentation, and HR record maintenance.
- Assist in payroll, benefits, and employee compensation-related calculations and processing.
- Maintain employee database and HR reports regularly.
- Assist in employee engagement, welfare, and general HR operations.
- Support training and development activities, including coordination and record tracking.
- Ensure compliance with HR policies, procedures, and documentation standards.
- Provide administrative and operational support to the HR department as needed.
- Handle employee queries regarding leave, attendance, and HR related issues.



Educational Requirements:

- Bachelor of Business Administration (BBA) and/or Master of Business Administration (MBA) from a reputed university.
- Minimum CGPA: 3.00



Experience Requirements:

- Fresh graduates are encouraged to apply.
- Prior experience in HR or recruitment will be considered an advantage.



Additional Requirements:

- Strong communication and interpersonal skills.
- Good organizational and time management abilities.
- Proficiency in Microsoft Office applications.
- Ability to handle confidential information with integrity.
- Basic knowledge of HR practices and procedures.



Compensation & Benefits:

- Competitive salary package.
- Professional development opportunities.
- Friendly and supportive work environment.



Here's to living with hope,
health and happiness

www.synoviapharma.com