



# Atif M. Siddiqui

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## Certified HR Professional / HR Business Partner (HRBP)

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I am a seasoned Certified HR Professional with over 18 years plus of extensive experience in core HR functions across multinational corporations, national-level organizations, and the banking sector. I hold an international license as a Trainer and Life Coach from The Skill Enhancement Academy in the UK, along with Certifications as a Success Coach, Technical & Financial Talent Acquisition Specialists and an MBA with a specialization in HRM (Strategic). My expertise encompasses a broad range of **HR disciplines**, including **Learning and Development**, **Talent Acquisition**, and **HR Operations**. I have a strong focus and demonstrated capability in **Organizational Development (O.D.)** and **Human Resource Business Partner (HRBP)**. I am dedicated to helping organizations achieve their professional objectives and goals.

## Professional Experience

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**ALLIED BANK LIMITED, Head Office, Lahore Pakistan**

**Assistant Vice President (HRG), June/2004 to Present**

### **HR Operations / Compensation & Benefits**

Oversaw nationwide supervision and monitoring of employee service confirmations, managing all aspects related to employee benefits. Handled the relocation of both clerical and non-clerical staff, including the issuance of No Objection Certificates (NOCs) and employment certificates on a national scale. Managed the comprehensive HR portfolio for IBS & POA across the entire bank, including the administration of all HR operations, management, and arrangements. Supervise over all employees Compensation and Benefits connection to all HR functions.

### **Talent Acquisition**

Relationship with vendors, Head Hunters, executive search firms (domestic/international) for timely inductions. Conduct interviews of lateral entrants and supervise in recruitment procedure for batch entries such as MTOs, Tellers, and BDOs & CSOs. Operate recruitment drive by participating in career fairs, visiting universities for introducing BOP EC and attract potential future leaders. Comply with all Policies/Procedures/SOPs in particular pertaining to recruitment. Design and develop job advertisements keeping in view organization culture, future plans and approved structure

Liaising with internal department to work on Man Power Planning (MPP) Short listing candidates from our database for various positions in the bank as per requirement and needs. Finalizing all recruitment formalities such as issuing offers letters, completing documentation and prepare office note for approvals. Managing hiring process from hunting specifically in banking & financial sector.

### **Learning & Development**

Successfully executed a nationwide integration training program for ABL systems and operational procedures, incorporating global best practices. Designed and implemented a comprehensive in-house training infrastructure to address diverse employee development needs, and launched a dynamic capacity-building initiative aimed at enhancing global staff competencies. Conducted detailed Training Needs Assessments (TNA) to tailor international training rollout programs based on both departmental and individual requirements. Established strategic partnerships with esteemed global trainers to deliver customized, cross-cultural training solutions. Additionally, implemented a robust system for evaluating training effectiveness and monitoring the performance of outsourced international trainers.

### **Employee Industrial Relations**

Handling all grievance petitions filed by the staff and maintain legal expenses records. Act as POC for attending the Courts of Law on Behalf of the Bank, where legal adviser desires. Monitors daily dock of labour cases and keep liaison with Bank's legal advisor for obtaining legal opinion on various issues.

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## **GAC Marine Logistics GmbH (DUBAI) Human Resource Officer (HR), June/2002 till February/2004**

I was assigned the task to assist the process of the new recruitments, scrutiny, short-listing & selection of the candidates, required for various cadres in the sector & also handling legal matters. Managed end-to-end recruitment processes, including job postings, candidate screening, interviews, and new employee onboarding. Administered employee benefits, processed payroll, and managed compensation adjustments. Coordinated training programs and workshops to enhance employee skills and organizational effectiveness. Ensured adherence to labor laws and company policies; maintained accurate employee records and handled HR documentation.

## **SINE INTERNATIONAL Assistant Manager Merchandise, March/1999 till April/2000**

I was responsible to manage P.O (Purchase order) and communicate with the buyers and buying agency to update all operations performance activities, from yarn to pack. Scheduling marketing & production plans. Vendor Management and clients meeting.

## **Academics & Professional Certificates / Licenses**

- ✓ Certified Financial & Technical Talent Acquisition Specialist from **Bahria University** (2024)
- ✓ License as Trainer and Teacher from **The Skill Encasement Academy (UK)** (2019)
- ✓ License as Life Coach from **The Skill Encasement Academy (UK)** (2017)
- ✓ Certified as **Success Business Coach** from The Possibilities (2015)
- ✓ Certified HR Professional (CHRP) from **NED University** & Pakistan Institute of Quality (2009)
- ✓ Certified HR Manager (CPD) from **Karachi University**. (2008)
- ✓ OD & Change Management and I.R & Labor Laws courses from **Institute of Business Management** (2006)
- ✓ Master in **Business Administration (MBA)** – HR from PIMS University (2004)
- ✓ Certified in Marketing Management from **(I B A) Institute of Business & Administration** (2002)
- ✓ Bachelors of Commerce (B. Com) from **University of Karachi** (2000)

## **Recent Awards**

**Licensed Certified Recruiter from the Skill Enhancement Academy (UK holding Licenses only one Resource in Pakistan)**  
**Licensed Life Coach, The Skill Enhancement Academy** (*Relationship Management, Personal Development & Life Challenge, United Kingdom*)  
**Certified Success Coach, Marshal Goldsmith** (*Life & Career Coach, United Kingdom*)  
**Career Counselor** (*FM 93 Radio, Pakistan*)  
**Resource Person of Skill Development Council** (*Ministry of Education & Professional Training*)  
**Resource person of Higher Education Commission** (*Government of Pakistan*)  
**Resource person of National Institute of Labour and Administration-NILAT** (*Government of Pakistan*)



Atif Siddiqui (HR Professional / Life Coach)

<https://youtube.com/channel/UCFNRfMix11UjSLvAJ167ruQ>



Atif Siddiqui (HR Professional / Life Coach)

[https://www.linkedin.com/in/atif-siddiqui-b3b088113?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/atif-siddiqui-b3b088113?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)