

Salman Hakkani

Father Name: Sadruddin Hakkani
Address: A-37, Salima Garden, Garden West, Karachi.
Email Id: salman.hr@outlook.com
Contact No. 0300-9282542

CNIC: 42401-2071177-9
Date of Birth: 26-02-1981

Profile

Dedicated, responsible and hardworking individual consistently recognized for attention to detail, taking on additional responsibilities and promptly delivering upon them. More than 8 years of experience in Human Resources, especially in HRIS, Talent & Reward management. I am a person who possesses the flexibility and ability to quickly adapt and begin to add value in different industries and organizational cultures. I carry a proven track record of timely delivery of challenging tasks in demanding environments.

Academic Qualifications:

2010 -2013 MBA in Human Resource Management - Institute of Business & Technology (IBT)
2005 Bachelors in Commerce from Karachi University

Professional Membership: Member of Society for Human Resource Management (SHRM)

Certification: Currently enrolled in SHRM Senior Certified Professional (SCP) program.

Professional Experiences

- **August 2012 – till date Assistant Manager Human Resources**
Schneider Electric Pakistan

I joined Schneider Electric in 2012 as Senior Officer in HR department and then promoted to Assistant Manager HR in April 2014. Responsibilities include managing overall functions of Human Resources, specifically:

- Manage overall compensation activities which include processing of annual increments, bonuses calculations, Promotions, and salary adjustments as per company's policy and annual budget.
- Analyze and prepare compensation guide and suggest management on the distribution of annual compensation guidelines and make sure that all Performance appraisal are in line with allocated budget and bell curve.
- Participated in Job evaluation, matching/ mapping exercises (Mercer).
- Participate in market compensation surveys.
- Lead all activities related to ERP HRMS Systems; PeopleSoft HRMS and Oracle Fusion such as Talent Management & succession planning, Talent link recruitment Taleo, Development review, Workforce Administration and Performance Management.
- Provide training of PeopleSoft and Oracle Fusion modules to all employees from the officer level grade to the senior leadership of the company, according to their job requirement. Prepare user manuals and presentation for end users.

- Prepare HR-MIS reports for senior management with analysis on payroll, headcount & attrition.
- Updating of All HR records in Oracle Fusion Talent link , PeopleSoft and Local HRIS system.
- Monthly HR dashboard reporting.
- Prepare HR slides for quarterly Business review meeting for Senior/ Regional management.
- Prepare internal and external job advertisements, web postings, specifications for external recruitment agencies, job descriptions and other materials in accordance with the organisation's recruitment standards and business needs.
- Provide assistance to all Line managers to open Job requisition in Talent link recruitment system
- Interview short-listed candidates and evaluate their skills/qualification to ensure that they are consistent with the requirements of the role.
- Prepare job offers in line with the internal equity and market competitiveness.
- Conduct employee orientation/induction and introductory training so that new employees are quickly integrated into the organization.
- Conduct training needs assessment (TNA) to identify competencies Gap by analyzing Development review data.
- Analyze needs assessments to design and develop training programmes using a variety of delivery methods including instructor-led, on-line or web-based techniques and software simulation to make it cost efficient.
- Select the training suppliers and trainers and arrange in-house customize training sessions.
- Arrange health & safety training sessions for employees in coordination with safety coordinator.
- Coordinate with Global training administrator to arrange/nominate employees for overseas trainings.
- Conduct Succession planning activity annually identify Potential successors, HIPOs (high potential employees) and prepare their IDP (Individual development plans).
- Conducts Employee Satisfaction survey every six months across the organization which aims to get the overall feedback of employees to the company.
- Prepare action plan with Senior management to improve the ENPS (Employee net promoter score) result.
- Participate in Organization Corporate Social Responsibility activities.

Professional Experiences

- **April 2007 - to August 2012 Human Resource Officer**
The Aga Khan University Hospital

I was transferred to Human Resource Division as Human Resource Assistant in April 2007, and was then promoted to Senior Human Resource Assistant in July 2007 and then got second promotion in November 2010 as Human Resource Officer.

Responsibilities:

- PeopleSoft HRMS administration.
- Responsible for providing support to HR users for the 11 PeopleSoft implemented modules.
- Conduct interviews for non-management positions, prepare employment offer, appointment letters and explain benefits to the selected candidates.
- Manage Performance appraisal activity for Staff and salary increase in line with the policies.
- Assist in survey related to compensation and benefits.
- Analyze recommendations for staff promotions, salary adjustments and allowances and process it in line with the institutional policies and budgetary approvals.
- Collect payroll data from all HR sections, rechecked and forward to payroll.

- Point of contact for all payroll related queries related to PeopleSoft.
- Preparing monthly/quarterly/annually HR statistical reports for senior management.
- Preparing monthly/quarterly reports of EOBI, SESSI and Group life insurance.
- Updation of EOBI Online Facilitation system.
- Resolving users' queries related to PeopleSoft system, conducting periodic system mismatches and audits.
- Provide assistance in Employee satisfaction survey and analysis of results.
- Provide assistance in audits & inspection for JCIA and ISO and ensure compliance with quality standards.

• **May 2005 - to April 2007** **IT Assistant**
The Aga Khan University Hospital

I joined AKU in 2005 as Information Technology Assistant in IT division, responsible for providing support in the implementation of PeopleSoft ERP. I was the part of the HR stream of PeopleSoft implementation team and worked actively with all stakeholders i.e. users, consultants, IT and partners to ensure quality and timely **implementation of 11 PeopleSoft HRMS modules** i.e. Workforce Administration, Position Management, Benefits Administration, Leave Management, Salary Planning, Employee Relations, Time & Labor, Managers desktop, Position Charging, Payroll and Recruiting Solutions.

Responsibilities:

Spanning over a period of 2 years, implementation of all PeopleSoft modules primarily involved the following key activities:

- Assist user lead in HR modules for PeopleSoft ERP implementation project
- Legacy system data cleaning/conversion for HR modules
- Learning modules' functionality and later help to HR users in updating records in HRMS
- Developing & coordinating the completion of user acceptance testing
- Developing & Maintaining Security Matrix for data access by users
- Preparation of documentation, training, and implementation material
- Ensuring proper communication of all project work is being delivered to all necessary parties.
- Conduct training sessions for new users.

ERP Human Resource Management systems:

People Soft and Oracle Fusion

Achievement:

- 2011 - Went French Medical Institute for Children, Kabul Afghanistan for the implementation of People Soft modules and had trained whole HR team and around 50+ users for PeopleSoft modules.