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| **Muhammad Hammad Ali** |
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| Karachi, Pakistan. |
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| E-mail: hammaddali@yahoo.com |
| **Human Resource Professional** |

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| **CAREER SUMMARY & OBJECTIVE**  An HR professional, capitalizing the enormous experience in supervising HR Department of FMCG and IT/BPO industries. Acquired with MBA degree, majors in Human Resources Management; I am seeking a career oriented management opportunity in a renowned organization, where my extensive experience will be further developed and utilized in organization development along with growth of my personality characteristics.  **AREAS OF EXPERTISE** |

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| • Talent Management & Succession Planning  • Training and Organization Development  • Performance Management System  • Conflict / Dispute Resolution | • Employer Branding  • HR Budgeting  • Compensation and  Payroll Management | • Job Analysis/Job Evaluation  • HR Policies Implications  • Web Based HRMS  • ISO 9001 & ISO 22000 |

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| |  | | --- | | **EXPERIENCES** | | * **Assistant Manager HR** | | | April 2014 – Present | | * Back Check Group (Google Inc. and Bitrix24 Inc. partner and reseller) | | | | | Achievement: **Implemented *ISO-9001 (QMS) Standards* by acting as Management Representative.**  Implemented Intranet Portal for *Performance Management* by conducting awareness sessions & Change Management plan.  Initiated and executed *Head Hunt* and *Fresh Graduate/Internship* recruitment plan. | | | | |  | |  |  | | * **Senior Executive HR** (Promoted) | | | January 2013 – April 2014 | | * **HR Officer** | | | July 2011 – December 2012 | | * Danpak Food Industries (Pvt.) Limited | | |  | | Promotion: Joined as HR Officer and promoted to the position of *HR Executive*. | | | | | Achievement:Drafted and implemented *Employee Handbook* for the staff of the company.  Initiated *Trainings & Development plans* for employees. | | | | |  | |  |  | | * **Personnel (HR) & Reservation Coordinator** | | | July 2010 – June 2011 (One year contract) | | * Regent Plaza Hotel & Convention Centre | | |  | | Achievement:Best Employee of the month award. | | | |  |  |  |  |  | | --- | --- | --- | --- | | **EDUCATION** |  | |  | | * **MBA (Human Resource Management)** | | CGPA - 3.33 |  | | Institute of Business & Technology, Pakistan | | 2013 |  | | * **Bachelor of Commerce** | |  |  | | University of Karachi, Pakistan | | 2009 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **TRAININGS & WORKSHOPS** | | | |  | | * **Improved Business Processes (CPD)** | | 2014 | | Management Association of Pakistan | |  | | * **Succession Planning (CPD)** | | 2013 | | Management Association of Pakistan |  | |   **MAJOR RESPONSIBILITIES PERFORMED** | |
| * **Assistant Manager HR** | April 2014 – Present | |
| * **Back Check Group** (Google Inc. and Bitrix24 Inc. partner and reseller) | | |
| Managing a team of HR Executives and also acting as **Management Representative** for **ISO–9001(QMS).**  Responsible for;   * Plan and execute effective recruitment and succession plan. * Head Hunt and implemented fresh graduate and internship recruitment initiative. * Using diverse channels for recruitment and conduct interviews along with managers for hiring decisions. * Successfully implemented Web based Oracle HRMS Portal while conducting awareness sessions and carrying out change management plan. * Develop solutions to create strong employee engagement and positive employee relations for retention. * Implement performance monitoring initiatives. Mentor managers for performance management processes. * Designed and executed development plans and monitor HR policies. * Providing strategic support in accomplishing business goals in terms of human capital. * Conducted Salary Survey and participated in compensation planning for the year. * Developed market driven compensation and bonus structure. * Conducting orientation, TNA and liaison with trainers to arrange training programs. * Handle EOBI, ISO-QMS matters & local Labor Laws. | | |
| * **Senior Executive HR** (Promotion) | January 2013 – April 2014 | |
| * **Danpak Food Industries (Pvt.) Limited** |  | |
| Joined as HR Officer and got promotion. Supervised a team of HR & Admin Officers and responsible to;   * Deal with employment matters of 2,000+ workforces. * Developed an Employee Hand Book for staff. * Monitored Human Resource Policies and SOPs. * Searched for candidates for recruitment and conducted interviews till mid-level positions. * Participating in Career Fairs of Universities/Institutions of Pakistan. * Implemented quarterly performance review system and conducted appraisals of employees. * Prepared monthly payroll, leave adjustments and insurance claims for employees. * Counsel, motivated and attended grievances and resolve conflicts of employees. * Dealt with SESSI, EOBI & Industrial Relations. * Assisted in internal audits of ISO-22000 (FSMS). | | |
| * **HR Officer** | July 2011 – December 2012 | |
| * **Danpak Food Industries (Pvt.) Limited** |  | |
| * Screening resumes of candidates according to job descriptions. * Conducted complete induction of new hires ensuring all equipment required is procured. * Processed daily attendance report. Assist in payroll preparation. * Coordinated in performance appraisals and maintained employee master records. | | |
| * **Personnel (HR) & Reservation Coordinator** | July 2010 – June 2011 (One year contract) | |
| * **Regent Plaza Hotel & Convention Centre** |  | |
| * Provided general administrative support related to HR. * Prepared and issued employment letters and updated personnel files. * Maintained and adjusted attendance records for staff. * Also managed room reservations in professional manner with appropriate level of efficiency. | | |

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| **ISO Standards**  (Experience other than  the Human Resource Management) | Acting as **Management Representative** for **ISO – Quality Management System**. |
| Involve in making ISO related documentation, including SOPs, Forms & Manual.  Implemented standards set by the ISO while leading the whole organization. |
| Conduct internal audits as per requirements of ISO 9001 (QMS) & 22000 (FSMS). |
| **ACHIEVEMENTS**   * **Monetary Award;**   By Back Check Group for initiated and executed *Head Hunt* and *Fresh Graduate/Internship* recruitment plans. Successful implementation of *ISO (QMS) Standards* as Management Representative.   * **Appreciation Award;**   By Danpak Food Industries (Pvt.) Limited for developing *Employee Handbook* for staff.   * **Appreciation & Promotion;**   Joined as HR Officer in Danpak Food Industries (Pvt.) Limited and promoted to the position of  *HR Executive* for good track record and active participation in organization development.   * **Best Employee Award;**   By Regent Plaza Hotel & Convention Centre for the month of *June 2011.* | |

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| **SELF AUDIT** |
| I can work independently using my own initiatives and interpersonal skills. Have eager to learn new every day and like to accept challenges and utilizing capabilities. Self-driven, motivated and have Can-Do Attitude. |

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| **PERSONAL DOSSIER** | |
| **Father’s Name**  **Date of Birth**  **Nationality** | Muhammad Ali  14th June 1988  Pakistani |