

**IRFAN RAFIQ MALIK**

Defence Housing Authority, Lahore.

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**Objective**

To contribute effectively in an organizational growth, enabling to practice the breadth of my experience, knowledge and skill.

**Profile**

Goal directed, result oriented professional with a strong HR Development and Training background. Team builder, communicator, persuasive and adaptable.

**Areas of Strength**

* Strategic Decision Making, Flexible / Adaptable, Training and Policy Implementation.
* Strong ability to align HR strategy with business vision.
* Natural flair to relate to people.
* Manage, motivate and lead people to achieve best results.

**Personal**

Father’s Name: Muhammad Rafiq Malik

Date of Birth: 27th September, 1963

Marital Status: Married (2 Children)

**Education**

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| --- | --- |
| Year | Degree/Diploma |
| 1998 | MBA |
| 2004 | PGD-HR |

**Courses**

Management/ Middle Management/Aviation Management and Staff Management Courses

Management Techniques, Work Method, Time & Desk Study, Logistic Management, Scientific Inventory Management,Warehouse Management ,Provision & Planning of Stores Inventory, Care and Preservation of Stores,Procurement,Maintenance and Field Repair Systems of Air Craft / Helicopters, Procurement of Air Crafts, Helicopters andtheir Spares, HR Management,

Training & Development, Leadership Skill & Motivation,Security and Fire Fighting**.**

**Seminars / Workshops / Trainings**

Attended

* + - Creating Success Through High Trust Culture-Ramiz Allahwala
    - Professional Field Sales Mgmt-Institute of Marketing and Sales
    - TeamBuilding - Solutions Unlimited Karachi
    - Procurement Workshop -Solutions Unlimited Karachi
    - Personality Style -Solutions Unlimited Karachi
    - Coach The Coach- Master Trainer Course – Golden Blue Group
    - Teamwork Skills Workshop – SSCExcellence Center
    - Numerous Managerial Trainings from Defence Institutes

Conducted

* Numerous trainings conducted during service including training to junior and senior managers,executives/officers and supervisors of all categories and technical manpower.
* Remained on list of instructors for officers and senior managers to conduct courses on Aviation Logistics Management and Human Development Modules.
* A variety of workshops and trainings conducted in PDH Pharmaceuticals (Pvt.) Ltd. from Attitude / Behavior to Work Ethics and Performance Management Systems.
* Remained a trainer for Master Trainers Model Course for Capacity Building of Labour / Peasant Councilors in 2005 organized by Directorate of Workers Education, Regional Centre Lahore, Ministry of Labour, Manpower and overseas Pakistan.
* Planned/arranged/supervised/conducted numerous training sessions for senior/middle management, as well as the retail managers, pharmacists and senior & junior sales staff.

**Professional Experience**

Over 20 Years of result-orientated success in increasingly demanding Management Positions.

Jan 2011 - To Date Roshan Packages (Pvt.) Ltd.

Position: Head HR

Responsibility: HR Planning & Budgeting, Recruitment & Selection, Compensation & Benefits, Training & Development, Performance Management, Health Safety & Environment,

Industrial Relations and Organizational Development.

July 2010 - Dec 2010 Free lance Admin & HR Consultancy and Visiting faculty for HR modules in educational institutions.

Responsibility: Business Process Re-Engineering, Organizational Restructuring, HR Training and Recruitment & Selection for corporate sector.

2006 – July 2010 Servaid Pharmacy(Pvt.)Ltd.

Position: Head HR

Responsibility: HR Planning & Budgeting, Recruitment & Selection, Compensation & Benefits, Training & Development, Performance Management

2005- 2006 GoldenBLUE Group Consultancy

Position: Consulting Vice President

Human Performance and Capability

Responsibility: Business Process Re-Engineering,Mass Recruitment Processes

* 1. PDH Pharmaceuticals (Pvt.) Ltd.&

Green+ Pharmacy (Pvt.) Ltd.

Position: Manager HR

* 1. Head Quarters

Position: Deputy Assistant Director, Procurement, Quality Control, Inspection /Delivery and Training.

1987- 2001 Central Sub Depot/ Field Depot /Aviation

Depot/ Central Depots.

Positions: Group Officer/ In Charge/ Deputy Manager/

Training & Planning Manager/Recruitment &

Placement Manager/Depot Manager.

**Achievements:**

**1987-1989**Successful establishment (right from scratch) of a blanket factory, installation of looms, recruitment of manpower and start of production and plant management in a setup having more than 5000 employees.

**1987-1989** Successful establishment of complete tailoring units consisting of 300 tailors each for defence forces, their production and general management, exceeding targets.

**1993-1995** Successful site selection/planning, construction, raising/establishment of complete infrastructure and managed operations of an Aviation Depot, as Deputy Chief Operating Officer, to cater for the aviation fleet.

**1997-2001** Heading all recruitment, training and HR Development for all tiers of employees from Senior Managers to Supervisory staff to lower technical manpower working in a setup having 7000 employees.

**2001-2003** Successful handling of all supply chain/logistics management, and training activities as Deputy Assistant Director for manpower of defence forces.

**2003-2005** Successful implementation of HR & Admin processes in two manufacturing units and Head Offices, located 50 KMs apart from one another and launch of a new pharmacy chain, from its inception to its planning, hiring, training and operational excellence parameters and their compliance.

**2005-2006** Successful mass recruitment and business process re-engineering processes for large multi- national & national organizations.

**2006-2010 Established and managed Retail HR& Admin processes and developed teams to handle business efficiently across 31 outlets in Punjab, Head Office and Warehouses.**

**Leisure and Interests**

My interests include hunting / swimming, sight-seeing and teaching HR modules at universities. Less energetically, I like to relax with listening to western music ranging from contemporary Jazz to Country, Rock and Roll and R & B. Watching English Movies and English Premier League football matches is another past time, especially on weekends.

**Travel Abroad**

UK, France, Greece, Switzerland, Holland, UAE, Saudi Arabia, Thailand.

**References:**

Will be made available upon request.