

# **Waqas Abbass**

Rabigh, Kingdom of Saudi Arabia

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## **Job Profile**

An experienced CHRBP, CHRP & HRM certified HR Personnel offering almost 9 years HR Career distinguished by commended performance and proven results. Extensive background in HR field i.e. Recruitment, Employee Orientation, Employee Relations, Employer Branding, Employee Training & Development, Employee Performance Management, Conflict Management, Employee compensation & benefits, employee engagement activities & Administration.

## **HR Skills**

- Manpower Planning & Budgeting
- Staff Recruitment & Retention
- Employee Relations
- Employee Grievance Handling
- HR Program/Project Management
- Orientation & On-Boarding
- Training & Development
- Performance Management
- Organizational Development

## **TECHNICAL SKILLS & COMPETENCIES**

- **ERP:** SAP, Microsoft Dynamics, GP.
- **Operating System:** Windows98, 2000, 2003 Server, Windows XP & Windows 7, MS Outlook, Yahoo and Google.
- **Networking Skills:** Job Fairs, Recruitment Seminars, LinkedIn.
- **IT skills:** MS Visio, SPSS, R Language MS Office, Word, Excel, Power Point and Outlook.
- **Communication skills:** (IELTS) Rich experience and have done numerous presentation
- **Human Skills:** Teamwork, Decisive, Analytical, Adaptability
- **Presentation Skills:** Well versed.
- **Leadership Skills:** Convincing, Coaching & counseling.

## **WORK EXPERIENCE**

**Rabigh Power Company (RPC)**

**(01-Sep-2015 till date)**



**Designation:** HR Officer

### **Job Responsibilities:-**

- Responsible in manpower planning, budgeting, organizing and coordinating HR services related to manpower recruitment, selection and placement.
- Preparation for Man Power Budget & Variance Analysis.
- Setting Recruitment KPIs.
- Preparation & Updating Organization Charts.
- Propose and periodically review/streamline manpower planning systems and procedures.
- Organize and coordinate for approval manpower planning activities with all company departments on annual basis.
- Plan and implement effective sourcing, screening and selection of job candidates; carry out hiring and placement tasks, i.e. job offers and employment contracts, including company orientation sessions.
- Handle all written communications covering documentation, coordination and reports pertinent to manpower resourcing.
- Verify the invoice/service charges of agencies before sending to account for payments.

**Tamimi Markets**

**(17-Nov-14 till 31-Aug-2015)**



**Designation:** Recruitment Coordinator

### **Major Responsibilities:**

- To process Manpower requisitions and position to be advertised on career portal and sending requirements to registered agencies/head hunters.
- Provide job search guidance and liaison with various recruitment agencies (local and overseas) to ensure that the right candidate is targeted within the given time frame.
- Online & Phone Screening.
- Skype/Face to face interviews.
- Maintaining Managerial & skills inventory.
- Keeps track and documentation of: interviews, hires, transfers, promotions, and terminations.
- Plan, administer and execute overseas recruitment trips.
- Coordinates with administrative staff and management as appropriate to prepare staffing headcounts and implement recruitment procedure.

- Responsible for effective and fast recruitment processes.
- Responsible for providing current recruitment knowledge and trends within the market overall and also for multinationals.
- Update and deliver weekly metrics for assigned hires.
- In a global way, take care of maintaining satisfactory employee relations.
- PTA arrangements & Deployment of new hires.
- Conduct Orientations Program for new hired staff.
- Negotiates the company package to the hire candidates and follow-up the status of the candidates regularly
- Issued authorization visa to overseas partners and updates the recruitment/visa report regularly
- Post internal Vacancies to uplift the employee's career
- Verify the invoice/service charges of agencies before sending to account for payments

#### **ACWA Pipe**

**(08-Oct-12 till 27-Sep-2014)**



**Designation:** HR Supervisor

#### **Major Responsibilities:**

- To process Man power Recruitment of Rabigh.
- Updating Organization Charts.
- Updating of JDs for Rabigh employees.
- To administer over all Induction process and hiring for all Rabigh Employees.
- To send out Offer & welcome emails for all Rabigh positions.
- Responsible for the newly inducted employees Orientation.
- To streamline & supervisor all HR/Admin processes.
- To maintain Employee Database.
- Induction/deletion and maintain AMS(Attendance Management System) for all Rabigh employees
- Act as liaison between employees and HR to ensure that employee's needs be met.
- Employees Grievance handling.
- Employees Payroll.
- Prepare all required reports, correspondence and statements relating to recruiting efforts, payroll & employees relations.

#### **Ovex Technologies**

**(06-Feb-2009 – 15-Aug-12)**



**Designation:** Human Capital Management Officer

#### **Job Responsibilities & Role:**

- Online & Phone Screening.
- Face to face interviews.

- Maintaining Managerial & skills inventory.
- To process Manpower requisitions and position to be advertised.
- To maintain reserve pool for International Projects.
- Employer Branding.
- Designing HR Policies.
- Employee Feedback Analysis.
- Employee Leave Record.
- Employee compensation and benefits.
- Budgeting & organizing different events at company.
- Organizing Meeting & Preparing minutes of meetings.
- Employee Orientation, NHT & HR Policy awareness sessions
- Act as liaison between employees and Human Capital Management to ensure that employee's needs be met.
- Reporting of Human Capital Management Activities.
- Employee Grievance Handling.

**Din Media Group**

**(Sep 2009 – Feb-2010)**



**Designation:** ASM & BDO

**Job Responsibilities & Role:**

- Recruitment of sales persons.
- To train team members about product knowledge, selling skills, presentation etc.
- To Lead and manage Team.
- Advertising new projects.

**Packages Limited**

**(May 2004 – May 2005)**



**Designation:** Apprenticeship/ Quality Assurance

**Job Responsibilities:**

- Checking Quality of Paper & Board at Paper & Board Division Laboratory.
- Generating quality reports of production.

**Certifications:**

Certified HR Business Partner (**CHRB**P) 2017  
Carlton Advanced Management Institute, USA

Certified Human Resource Professional (**CHRP**) 2015

American Certification Institute, USA

Developing Innovative Ideas for New Companies 2013  
University of Maryland, College Park, USA

Leading Strategic Innovation in Organizations 2013  
Vanderbilt University, 211 Kirkland Hall, Nashville, USA

**HRM Certification 2012**  
Professional Development Training Division, UET, Lahore, Pakistan

### **Education:**

Master of Public Administration (**MPA**) continue (2016-2018)  
Virtual University Pakistan  
Major Course: HRM, MPA, Human Relations, Organizational Behavior, Strategic Management, TQM, Performance Management, Training & Development

**M.SC** (Actuarial Science) (2006-2008)  
Role of Honor (3rd Position) 1st/82%  
University of the Punjab, Lahore, Pakistan.

### **Workshops & Trainings:**

- International Conference on “Statistical Data Produced and Application of Statistics”
- Participation for Employer Branding in “UCP Career Week” , FC College & University & many other Universities
- Successfully completed Training Program “Change Management/ Assertive Communication” (Institute: Professionals for Human Resources Development Co.)
- Successfully completed Training Program “ The Professional Manager” (Institute: Better Business)  
Successfully completed following Training Program at Rabigh Power Company
- Plant Induction Course(Non-Technical)”
- Local Emergency Response Plan (LERP)
- 5S
- Environmental Waste Management
- Basic First Aid
- Work Permit System Procedure

### **Professional Achievements:**

- 2016 & 2017 Manpower Budget preparation at Rabigh Power Company.
- Successfully SAP implementation at Rabigh Power Company.
- Deployed/Closed more than 80 positions in Single month at Tamimi Markets.
- Introduced many HR/Admin processes at ACWA PIPE.
- Created Employee Appraisal System at Ovex Technologies.

- Created Employee Feedback Questionnaire and conducted Employee one on one session to resolve employee's issues/concerns.
- Created Resume Evaluation Form/Check list.
- Created Social Media Branding Policy.
- Created a plan to conduct HR Policies Refresher.

**Educational Achievements:**

- Awarded role of Honor in Annual Convocation of Punjab University.( Placed at 3rd position in Session)
- Primary stipend ( I got first position in Sheikhpura & Lahore Primary Board Exams)
- Luminous student in New English Secondary School.

**Languages:**

Arabic, English, Urdu, Punjabi.

**Personal Details:**

Father Name:	Muhammad Ilyas
Date of Birth:	15-Oct-1983
Nationality:	Pakistani
Marital Status:	Married
Saudi Residence Permit #	2335535718
Holding Saudi Driving License:	