

Haider Ali



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scan to view my LinkedIn profile

Respected Sir/Madam,

This letter is to introduce myself for an available position in your organization. My diversified and in- depth professional work experience at **BRB Group of Companies, Mobilelink and Mobily AT&T (USA), Karachi AI Artificial Intelligence, World Web Solution**, coupled with a record of impressive performances at both professional and academic levels (as detailed in my Resume) has enabled me to present myself as a potential candidate for a suitable position in your organization. I am confident that I can contribute positively towards the achievement of organizational goals and pursue professional development and career growth.

I am currently working as an **HR Business Partner** in BRB Group. In my current and previous position held at different organizations, where I've honed my skills employed here I devised a digital HRIS implementation with long-term strategic goals. My responsibilities included Human Resource Management, Talent Acquisition, coordination with professionals in various fields, Employer Branding, and deployment of system has core command.

Hands-on experience in overall HR operations including Recruitment & Selection, Training and Development, Compensation and Benefits Rewards Management and General Administration. Seeking for a challenging space in a large scale and prestigious organization where my HR Management skills can be used to grow organizational productivity.

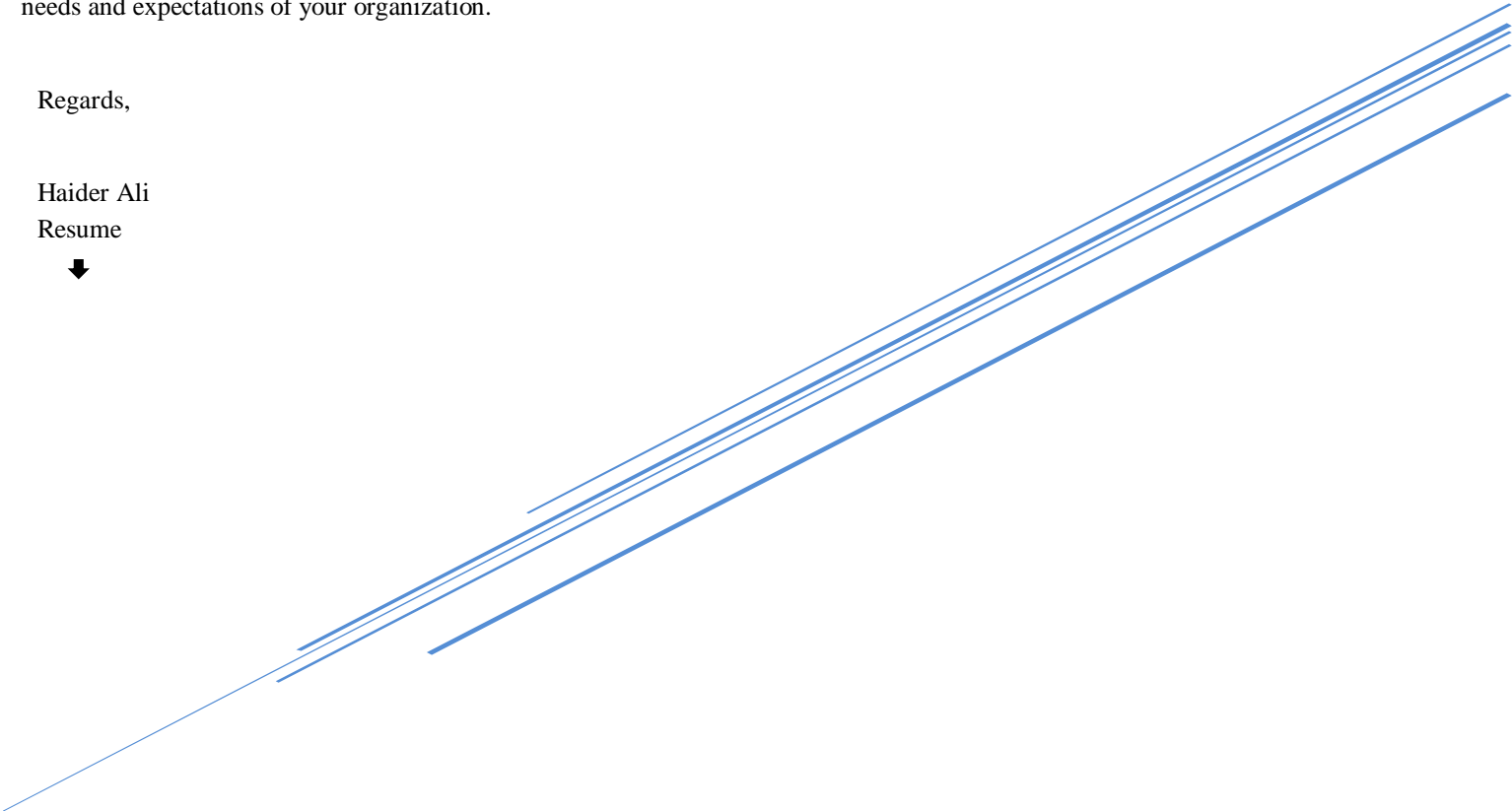
A good and efficient worker and an educated and professional background. Did Masters in Public Administration, major in Human Resource Management from University of Karachi also done Bachelors major in Human Resource Management from University of Karachi, also secure some other certifications.

I am currently seeking job prospects there commensurate with my qualification and work experience in your reputable organization. The attached CV further explains my skills and experience.

Thank you for taking the time to consider my application and I would appreciate the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards,

Haider Ali
Resume



Haider Ali

HR Professional

**Available for relocation*

Contact Info

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Skills

- Oracle ERP Software
- Decible HRSG
- ADP (US Based ERP)
- Microsoft Office Applications
- HRMIS

Education

MPA - HR	Year 2020
University of Karachi	
BPA - HR	Year 2019
University of Karachi	
Diploma of ME	Year 2016
Govt. Polytechnic Collage	
Intermediate	Year 2014
Govt. Islamia Science Collage	
Matriculation	Year 2012
M.E Foundation School	

Areas of Expertise

- Leadership Skill
- Critical Thinking
- Collaboration Problem Solving
- Compensation & Negotiation
- Process Automation
- Talent Acquisition
- Employer Branding
- Performance Management
- Org Design and Structuring

Experienced Human Resource Professional with proven capacity of delivering value to the business through the strategic use of people & process. Diversified Industries hands on experience of working with energy in Software House, HR Consultancy, Telecommunication, Construction and Services Industries.

PROFESSIONAL EXPERIENCE

HR Business Partner **BRB Group of Companies**



Sep 2022 - Present

- Reporting to Board of Directors / Group Chairperson.
- Implementing reward and recognition interventions to increase bottom-line results and employee engagement
- Provide guidance on the creation and implementation of HR processes and policies
- Be up-to-date on employment laws and regulations, as well as other legal requirements regarding people management, to help leaders ensure compliance
- Conduct weekly or bi-weekly meetings with business leaders and provide HR advice where necessary
- Devised Mechanism for preparing and offering the right compensation enabling us to manage the internal equity of the company / Department
- Devised external talent readiness program framework to strengthen talent pipeline especially on frequently open and critical roles which leads to lesser time to hire for such important positions.
- Prepare monthly payroll of regular employees, daily wages staff and contractual staff.
- Explore the market best practice in the recruitment and staffing and implement appropriate best practices in the organization.

Senior Executive US-HR **Mobilelink & Mobily AT&T**



Sep 2021 – Sep 2022

- Facilitated all on-boarding tasks from offer Acceptance to joining. Was responsible to provide a warm welcome to the new hire and a smooth on-boarding process.
- Responsible to enrolled the in-coming employee into new systems, communication of process and coordination of pre-employment
- Managed full spectrum of new hires program and trainings
- Strong command of employment and post-employment laws of USA, HRIS Analysis, benefit plans, billing check request, audit/reconciliation and general HR/accounts
- Closely worked with USA Corporate office with HR leaders in developing smart goals and monitoring performance indicator
- Prepared and present monthly HR updates to US Corporate Leaders
- Develop and maintain CV date bank for all positions, maintained employee personal records / files
- Responsible for preparation, upgrading, and record keeping of job description and org chart.
- Reviewed the entire TA policy and added clauses for value addition. Incorporated / removed clauses that are favorable to the process from both employee and employer's perspective.
- Assist to DGM into the following HR Analysis that have been implemented and on-going interpretation is being given to the corporate leaders on monthly basis.

Honors & Awards

- Employee of the Quarter - Mobilelink & Mobily AT&T
- Employee of the Star - Karachi.AI & Institution of ML
- Employee of the Month - World Web Solution

Courses

- Data Modelling, Analysis and Dashboard Reporting Cont.
- HR People Analytics from Coursera Cont.
- One Day workshop at PropTech at Expo
- MS Office and MS Visio
- Behavioral Interview Coaching
- Attended various in-house workshops & training sessions on AI

HR People Service Specialist Karachi.AI IT & Institution of ML

[KARACHI AI]

Dec 2018 – May 2021

- Built a quality relationship with the internal customers and external recruitment agencies
- Managing employee relations, conflict resolution, employee services
- Introduce corporate alumni program, master trainer program, in-house interview program to achieve multiple objectives such as stay connected
- Reduced 30% of training cost by developing in-house pool of trainers through master trainer program
- Ensure accurate employee data reports are generated through the HRIS system
- Directing, coordinating and planning essential central services
- Providing correspondence services and drafting replies where appropriate to ensure that all issues are dealt efficiently
- Internal job posting, job advertisement, employer branding through social media
- Ensure timeline and accurate HR services and provided to the employee.

Sr.Executive HR & Administration World Web Solution



July 2017 – Nov - 2018

- Performed & Managed general HR Practices such as recruitment, staffing, performance management system, staff orientation, training and development,
- Assist to the manager for preparation monthly payroll, statutory payment & final settlement
- Prepared monthly time sheets in coordination with team member
- Ensure compliance of labor laws, company and other regulatory policies.
- Liaison with internal and external auditors for quarter and annual audits
- Maintained Expense sheets and updated inventory list
- Oversee comprehensive administrative services, including general administration
- Arrangements for General, Board and Committee meetings