



Major (Retd) Atif Mustafa Qureshi

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SUMMARY

- Extensive human resource management experience, understanding of institutional policies, procedures, and work ethics gained as a result of 25+years' experience and a reputed career with the military
- Excellent leadership skills developed from leading over 400 men at once in the military.
- Strong critical, analytical, and problem-solving skills generated from working in extremely physically and mentally challenging environments.
- Exceptional adaptability skills developed from handling multi-dimensional tasks/challenges in a diverse range of contexts.
- Ability to thrive in team-work based gained while being a part of the Pakistan military.
- Ability to work independently developed working in management and supervisory positions while working in a diverse range of industrial, corporate and military work settings.

EXPERIENCE

JUNE 2018- JAN 2023

Assistant General Manager for HR & Admin Ghulam Faruque Group. Karachi, Sindh.

- Responsible for all HR & Admin affairs for two significant subsidiaries i.e., MirpurKhas Sugar Mills and Unicol limited.
- Also worked as an integral part of the group's latest Mirpurkhas paper plant erection initiative including liaising with stakeholders from China .
- Led and directed the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave while aligning them with company policies and practices.
- Developed, reviewed, and implemented all administrative policies and procedures including but not limited to bulk purchasing, recycling initiatives, issue/utilization registers, logbooks, and energy efficient/eco-friendly production initiatives.
- Developed and implemented cost-efficient as related to all factors of production including employment and acquisition of materials.
- Built positive and effective employee relations in accordance with applicable policies, and procedures along with the company mission and values.

- Responsible for all activities and undertakings related to security including but not limited to procurement for ammunition as well as recruitment, training, and other HR matters.
- Worked as a part of the purchasing department to shoulder procurement management roles and responsibilities including monitoring the preparation of PRs / POs and ensuring smooth transportation operations.
- Liaised with the labor department and other stakeholders.
- Represented the company in court for all labor cases and being a nodal point for interaction with the lawyer.
- Took charge for the administration and management for the employee residence colonies.

OCT 2017-APRIL 2018

Manager Admin and Security, KHAS Textile Mills (Pvt) limited. Nooriabad, Sindh

- Responsible for overseeing the overall security of the whole mill.
- Coordinated with civil departments including the labor department, Police, Estate office and others.
- Direct Administration/ management of security staff.
- Administration and management of over 600 mill staff.
- Execution of purchase and delivery orders of RAW material and furnished goods.
- Overlooked and implemented recycling and waste management practices for material such as shoddy.
- Providing training to the KTM firefighting team and ensured they were well equipped with the needed resources.

JAN 2017- OCT 2017

Regional Security Officer / VP. Muslim Commercial Bank(MCB) Sukkur, Sindh.

- Management of seven security companies with almost 168 guards enrolled.
- Looked after 173 venues of MCB which includes 3 x circle offices.
- Ensured smooth amalgamation of NIB bank into MCB.
- Inspected and performed security visits of circle office and branches.

OTHER WORK EXPERIENCES & CERTIFICATIONS

1. Served in the Pakistan military for 25+ years as an army officer.
2. Participated in a 1-day workshop, arranged by Quickbiz, about "Employees Grievances Handling & Disciplinary Actions."
3. SAP success factor train the trainer course from Tele Marketing PMGM course from Tele Marketing.
4. Attended various Army certifications and other professional/skills development courses.
5. Qualified in eARMS and eHRMS from in box team
6. Moto cad management(managed the moto cad of Chief executive of Pakistan **GENERAL PERVAIZ MUSHARRAF** in Lahore 2007)
7. Risk analysis
8. Strategy making

COMPUTER LITERACY AND EXPERIENCE

- PMGM
- SAP
- MS Office
- Online tools
- HRMs softwares (by GHQ inbox team)
- eARMS & eHRMS(by GHQ inbox team)
- Cake Walk Overture
- Adobe audition
- Adobe Premier
- Audacity

EDUCATION

Institution	Degree Title	Specialization	Passing Year
University of Jamshoro	MSC social sciences (2 nd position)	Mass Communication	2015
Virtual University	MBA	HRM	2010
University of Jamshoro	Masters	International Relations	2005
Pakistan Military Academy Kakul	Bachelors	Hist Political Science	1993
Federal Govt. College Hyderabad	HSC	Pre-Medical	1991
Federal Govt. School Hyderabad	SSC	Science	1989