

Atif Shahzad

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HR Business Partner

Recruiter | Total Rewards | HR Operations | HRIS & System Development

An accomplished, result-driven HR Professional with 08+ years of experience with expertise in creating & implementing programs to improve business operations. Adapt at building recruiting, selection, and retention business strategies. Able to perform organizational diagnostics and provide recommendations for improvement. Strong relationship building & effective collaboration with management, coworkers & vendors.

Signature HR Qualifications

HR Best Practices Employee
Relations & Diversity
Talent Acquisition
Succession Planning

Organizational Development
People Analytics
Process & Systems Design
(SAP & Oracle)

Change Management Workforce
Planning & Development
HR Metrics to Drive HR Strategy
Total Rewards

PROFESSIONAL EXPERIENCE

Artistic Fabric Mills | Sep 2016 – Present (HR & Compliance Executive)

Joined as **HR Coordinator** and with due time by performance base was promoted to several positions as **HR & Payroll Officer, Sr. HR Officer, HR & IR Executive & HR & Compliance Executive**.

- Working with the internal business team to automate and streamline the data collection process to improve HR savviness and operational effectiveness.
- Leading the overall HR function of the company, revamping the HR structure, and policy implementation as a broader perspective related to company vision and mission.
- Talent pipeline building strategy & Manpower Planning – devising & implementing an effective Talent Acquisition strategy to ensure attraction of top talent and reduction in lead time.
- Talent Management – developing & implementing Talent Management strategies to increase employee engagement, retention, and motivation.
- Designed and Implemented Performance based incentive model based on KPIs in line with the organization's strategy.
- Prepared compensation & benefits policies (when required).
- Lead the overall Human Resource Operations, i.e., Recruitment, New Employee Orientation, Monthly Confirmations, Benefits & Payroll Administration, Leave Management, Talent Acquisition, Performance Management, Appraisals, Employee Exit interviews, and Final Settlements.

- Ensuring compliance as per national and international laws along with compliance specific requirement fulfillment of brands for wages, working hours, compensation, EOBI, SESSI, medical and group insurance etc.
- Organizational Charts/Organizational Structures/Organograms – Creating and maintaining organizational charts/organograms for the entire organization using MS Visio software, and suggesting modifications wherever necessary.
- To ensure compliance with all HR processes and policies across the board.
- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors.
- Work closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.
- Serve as a supporting role in social compliance audits for fulfillment of compliance requirements.
- Maintain employee's record according to company policy and legal requirements.
- Conduct surveys and research on workers remuneration, labor negotiations, HR policies and procedures, employee retention schemes and make recommendations to management.
- Preparation of manpower and cost budgets.
- Driving continuous improvement within the areas of responsibility through HR digitalization and transformation.

Responsibilities for Compliance Executive

- Ensure compliance of all social segments e.g. Discrimination, EHS, Worker Welfare, Child labor, Force labor, Freedom of Association (CBA), Disciplinary Practices, Working Hours, and Remuneration.
- To conduct Internal / External audits of social & technical requirements.
- Coordination among different departments and units for compliance issues.
- Periodically conducts management review to ensure execution of compliance standards.
- Collaborate with departments to handle direct compliance issues using appropriate channels for investigation and resolution.
- Follow-up / updating Disciplinary Action / Grievance Record (requirements of local standard).
- Coordination with management regarding new implementations.
- Planning and implementing rational HRM practices in conformity with organizational requirements.
- Management of organizations human potential so as to address the requirements of social compliance system in relation to productivity, efficiency, and effectiveness.
- Coordinating with various administrative functions related to infrastructure, work environment, and administrative controls.
- Playing pivotal role towards planning, organizing, and implementing the social compliance system.
- Developing MR's policies and procedures to provide guidance and administrative support to functions within the system.
- Guiding HODs / Incharge in developing department specific QSPs, SOPs/WIs and records, and ensuring implementation.

- Taking measures to promote awareness about social compliance to all functionaries within the system.
- Organize review meetings, internal / external audits, and trainings to measure effectiveness of social compliance at planned intervals.

Feroze 1888 | Aug 2014 – Mar 2016

Computer Operator – Central Cutting Department

- Prepared departmental production sheets into Excel & Oracle.
- Prepared departmental monthly production sheet.
- Assist to Manager regarding department work.

Achievements

- Achieved verified assessment score of **92%** in **Higg Index FSLM** signifying the positive social impact across worker benefit areas including Facility Profile, Workers Treatment, Termination , Recruitment & Hiring, Workers Involvement, Management System, Working Hours, Health & Safety, Above & Beyond & Wages and Benefits.
- Successful maintaining and reporting of quarter based data of **social compliance performance** to H&M as per guidelines.
- Implemented **ILO's** (International Labor Organization) **SCORE** (Sustaining Competitive and Responsible Enterprise) for provision of safe and productive workplace.
- Coordinate & implemented Oracle EBS HR Module with the support of ERP consultant team.
- Develop and implemented in coordination with IT team on new recruitment portal.
- Eradicate all kinds of forms to ensure a paperless environment.

EDUCATION & PROFESSIONAL CREDENTIALS

- **BBA-** Ilma University – 2021
- **Intermediate** – Commerce – Govt. Degree Science College Gulshan-e-Iqbal- 2016
- **Matriculation-** Science – Al-Hijaz Academy - 2014

TRAININGS

- Received training of **Social Labor Convergence Program** from SGS.
- Received training of **Work Council Election & Meeting minute's preparation** from H&M.
- Received training of **Dust Measurement of Workers** from AGA Khan University.

CORE COMPETENCIES / SKILLS

- Able to work independently or as a team player and capable of handling responsibilities competently.
- Enthusiastic and quick learner.
- Ability to handle multitask work.
- Establish work priorities and ability to strive under pressure.
- Ability to adhere to the strictest standards of confidentiality.
- Conflict resolution, negotiation, and problem-solving skills.
- Highly motivated, keen learner, and willing to take challenges.