

Naeem Ahmed

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May 21, 1978

An HR & Admin Professional with diversified industries experience over 20 years, developing and implementing solutions across a variety of functional areas in Management while serving national & multinational organizations. HR Operations, Recruitment, Performance Appraisal, Training & Development, Administration, Fleet Management, Project Management, Policies & Compliance, Social Sections, Training project. With an edge of SAP (HCM), HRMS, ERP (Oracle), Fleet Management System (FMS), Ms. Office applications (Adv. Excel).

EXPERIENCE

Sr. Manager HR

Level 3 BOS (Pvt.) Ltd

July 2020 till date

Responsibilities included establish HR department with planning, successive sustainability, budgeting and decisions making in dealing with HR Operations of HR department.

- Develop, design or redesign HR policies and SOPs to ensure their implementation for smooth operations.
- Identify and plan for staffing needs across the business, including planning short and long-term staff requirements for each business unit in support of business objectives. This will include leading organizational design activities as needed in partnership with business leaders.
- To partner with Hiring team to lead the recruitment, selection and on-boarding processes and experience to attract top talent.
- To Build a strong engagement and career and development approach and execute related activities to retain and develop talent and build a best in class culture.
- To manage performance management and compensation activities and integrate with senior management globally.
- To serve as subject matter experts in market changes and compensation benchmarking.
- Oversee benefits short- and long-term strategy and execution. Serve as subject matter expert for statutory benefits and market trends. Provide recommendations for plan changes, budget implications and oversee execution.
- Research and leverage industry best practices, partner with the business stakeholders and play a critical role in strategizing to develop and deliver talent management experiences to strengthen the people capability across the company.
- Implement training and development strategies to continuously improve performance and development for managers and individual staff.
- To monitor payroll activities for smooth and timely execution.
- To develop and manage budget related to HR needs.
- To oversee related HR technologies as needed.
- Manage and execute company-wide initiatives (i.e. Employee Engagement Survey, Employee events, Reward and Recognition programs, Volunteer initiatives, etc).
- To lead and manage local HR and US HR teams to provide growth and development opportunities.
- Manage and resolve, confidentially, promptly, and completely, all employee relations issues and grievances.
- Oversee all policies and procedures, including global and local compliance.
- Implement and report measurements and KPIs on critical initiatives, providing reporting and insights on employee data and trends. Provide recommendations for improvement with urgency.
- To establish key performance indicators (KPI's) and initiate performance appraisal for each role.
- Monitor and conduct Annual Confidential Reporting Cycle / performance appraisal in coordination with departments head.

Visiting Faculty

DPA- University of Karachi, Karachi

Sept. 2020 till date

Subjects: Introduction to Business Finance, Analysis of Financial Statement, Economics Analysis, HRM, Business Management & Marketing

Sr. HR & Admin Projects

Society for International Education, Pakistan

Jan 2017 to Jun 2020

Responsibilities included project planning, project sustainability, budgeting and decisions making in dealing with HR and Administration department.

- Develop, design or redesign HR & Admin policies and SOPs to ensure their implementation for smooth operations.
- To establish key performance indicators (KPI's) and initiate performance appraisal for each role.
- To manage and execute project's "recruitment and selection cycle" considering the timeline.
- Support current and forecast future projects needs through employee's training & development, engagement, motivation and preservation of human capital.

- To prepare project feedback report, prepare training need analysis report, suggest/conduct in house training(s) or refer to professional institutes for training of staff hire on ongoing projects or new projects. Prepare assessment report post training feedback.
- Handle and resolve issues with govt., semi-govt. and private organisations including EOBI, SESSI, EFU, K-electric, PTCL, KWSB etc.
- Administer, coordinate and suggest way-outs to team for timely implementation, execution and completion of all projects.
- To prepare project budget for HR and Administration departments considering cost effectiveness.
- Cost and budget analysis related to HR, admin, procurement, maintenance and transportation operations.

Additionally:

- Vendors Management, negotiate terms & conditions to finalize services contracts for the procurement of office and general supplies.
- Managing transportation of Head office & Project Offices.
- Travel Management for local & International movement.
- Deal with private security & safety providing agencies.
- Plane, design and organize social events & engage employees to ascertain and motivate towards project objectives and goals (including awareness sessions, sports tournaments, competitions, days celebrations, human support activities)

Manager HR

ICCBS, University of Karachi, Pakistan

May 2015 to Dec 2016

- Review, update and coordinate HR Budgets with the management at ICCBS, University of Karachi and HEC for the year.
- To prepare and place advertisement for hiring (BPS, TTS, Contractual, Daily Wages) staff.
- Organize and coordinate with VC, Director and other board members to arrange Selection Board (Academic/Non-Academic), Executive Board and different Committee meetings at ICCBS.
- Coordinate and submit TTS Faculty members' endorsement cases to Higher Education Commission (HEC) for smooth fund release of each member.
- To prepare monthly attendance report and suggest reward/advice/warning to maintain regularity and punctuality of staff.
- Monitor and conduct Annual Confidential Reporting Cycle / performance appraisal in coordination with departments head.
- To generate key office orders (Job Contracts, Promotion/up-gradation, Change of Designation, warning letters etc.) and office notes for Vice Chancellor, University of Karachi.
- Initiate house Ceiling and leave encashment for BPS staff for the year.
- Process retirement of staff leading to took approval for pension.

Achievements:

- Initiated HR department in ICCBS, university of Karachi.
- Redesigned SOPs for contractual and daily wages payroll approval from months delay to end of every month.
- Redesigned SOPs for retirements and expedite pension's approval from months / years to 20 days.
- Initiated and successfully implement HRMS with IBA project management team.

Manager HR & Admin

Samsung C & T, Saudi Arabia

Jun 2012 to Mar 2015

- Delegate responsibility to develop and implement the best practices in HR Operations, Recruitment, Manpower planning (Saudization, Block Visa), M & E, Performance Management and Contracting across Samsung KSA.
- Benchmark with global best operational practices, and ensure proper resourcing for successful implementation.
- Ensure and sustain improvements in people, processes and systems that enhance operating company's ability to deliver value and achieve their objectives.
- Responsible to identify and prioritize HR capability gaps and development needs in company operations.
- Develop and deploy HR policies, methodologies and practices.
- Establish group-wide master plans for bulk recruitment.
- Develop training plan and conduct training for the general operation personnel that addresses gaps and advancement on their skills and to help sustain their work competitiveness.
- Design, implement and monitor standard operating procedures and key performance indicator with self-accountability.
- Coordinate with the PRO/GRO Government Relations Officers regarding Visa, Iqama and other government and legal regulations.
- Tackle grievances, termination and resignation cases and process according to labour office policy as well as company policy.
- Deal with vendors for quotation, contracting and human resource mobilization to sites.
- Follow up on reported employee-related issues regarding inappropriate and illegal practices and behaviours and prepare warning letters if required.
- To work with Contract Manager on budgeting of new and existing projects and right sizing for employee.
- Maintain day-to-day financial control of the service within budget heads.

Achievements:

- Successfully recruited, mobilized and demobilized over 6,000 HR from Pakistan, India, Philippine, Nepal, Bangladesh to QIPP, KSA

- Designed SOPs for HR department for international, national and local available skilled manpower.
- Designed SOPs for Administration department.
- Implemented SAP (HCM) with IT department and trained user end staff.

Manager HR

The Citizens Foundation, Pakistan

Mar 2011 to Jun 2012

- Plan, develop and implement HR policies.
- Assist in designing recruitment policy.
- Initiated, developed and Implemented HRMS upto 3rd layered TCF network.
- Conducted GAP Analysis between existing and new HRMS.
- Integrated existing customize applications (CRMS, FMS, Ms. Dynamics, SMS, LMS) with HRMS.
- Reviewed and manage fleet system, identified loopholes and developed and implemented FMS.
- Smooth Data migration from existing and new HRMS.
- Report to Head of Human Resource, TCF.

Achievements:

- Successfully lived the HRMS upto 2nd layer in 6 months span of time.
- Redesigned SOPs and process flows for HR department help in implementation of HCM.
- Successfully completed integration, GAP analysis, Testing and lived with CRMS, FMS, Ms. Dynamics, SMS, LMS)

Manager HR & Admin

The City School (Pvt.) Ltd., Pakistan

Mar 2010 to Feb 2011

- Provided strategic interface to HR and designated divisions that embed a strategic approach to HR management that results in more effective front line delivery.
- Oversee deputy Managers for HR department and facilitate them in managing human resource.
- Improve communication between the HR function and employees through various communication initiatives.
- Designed Management Training Officer (MTO) and Internee Training of Teachers (ITT) programme.
- Oracle (ERP) Human Resource portal implemented in Southern Region and trained 50 staff of network schools.
- Oversee coaching, counselling and grievance handling for employees.
- Organize and coordinate various employee engagement events.
- Provide operational support to HR functions in the Regional Office for implementation of Organizational Development and Staffing initiatives.
- Facilitate regional hiring in coordination with line managers and staffing team.
- Conduct HR audit of Southern Regional Networks/Branches.
- Done assessment of performance appraisals of Southern Regional Networks/Branches
- Design TNA and conduct in-house session.

Achievements:

- Designed Oracle (ERP) Human Resource portal Customize Training Manual.
- Recovered retention rate from 7% to 3% teaching and non-teaching staff.
- Designed retirement Policy. Appraisal Policy reviewed and updated on ERP.
- Recruitment ad Selection Policy. (redesign)
- Car/Vehicle/bike policy. (redesign)

Manager Finance & Administration

Committee for Monitoring & Improvement of CDGK, Pakistan

Oct 2004 to Feb 2010

The project span over 18 towns of Karachi. Initiated Public Private Partnership including (Hino-Pak and Atlas Honda). Monitoring the Quality infrastructure, educational reforms and teachers' trainings programs for Schools under CDGK.

- Manage Finance and Administration department as professional of Core Team in the CMIS Project. Play role in establishing public private partnership with national and multinational companies (Hino-Pak, Pakistan and Atlas Honda). Recommend and implement the HR strategies across the project.
- Successfully develop HR Policies & Procedure Manual including job specification, job descriptions, SOP's, KPI's, remuneration / reward systems and general policies (attendance, Leaves, vehicle, benefits etc) .
- Responsible for continuous liaison and communication with the officials of Public sector departments includes Education, Training, Finance & Planning, Administration, Media and Work & Services to find ways and means to speedup project's Capital and Revenue in & out workflow that enhance project effectiveness.
- To manage a team of 18 Managers TEDC (Town Education Development Centers), middle to senior level recruitment.

Achievements:

- Approved PC1 of Rs. 50 million from CDGK, success story of strong working relationships with public and private sector.

- Worked as Acting Finance Manager set up (PC 1) and involve in budgeting, fund generation and disbursement.
- Project appreciated and got 2 years extension from CDGK, another success story.

Internee Human Resources	Berger Paints Pakistan Ltd., Pakistan	Jun 2003 to Jul 2003
Accounts & Admin Officer	Unichem International Co., Pakistan	Feb 2000 to Dec 2001

EDUCATION

M. Phil. (HRM)	Dec 2022	DPA, University of Karachi, Karachi, Pakistan
MBA (Major-Finance)	Jan 2008 to December 2010	KUBS, University of Karachi, Karachi, Pakistan
MA-Economics (Major-HRM)	Jan 2002 to December 2003	University of Karachi, Karachi, Pakistan