

Muhammad Ali Rahber

Certified Human Resource Professional (CHRP)

Summary:

- Approximately 14 years of overall experience including 5 years managerial exposure. Having a diverse work profile and hands-on experience in different HR, IR and Administrative functions.
- Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, compensation and benefits, HR records management, HR policies management and legal compliance.
- Demonstrated success in negotiating win-win compromises, developing team building programs and writing personnel manuals, corporate policies, job description and management reports.

Experience:

➤ **Sr. Assistant Manager HR (HR Business Partner)** **TCS (Pvt.) Ltd.**

From October 2019 – to date.

Directly managing a team of 05 members across the nation.

Responsibilities:

- Responsible for implementing all HR services on ground across the company and support business in all HR initiatives
- Work closely with business, to understand their manpower needs and bridge the gap in light of policies and procedures of the company
- Provide continuous feedback regarding the challenges faced on ground and any development that will or will not be affected by the current policies and procedures
- Counsel and promote staff on displaying our core values in their work ethics, handling customers, subordinates and coordinating with colleagues & promote the culture of ownership
- Ensure HR analytics being developed of all HR services and advice precautionary measures proactively
- Deal with grievances across the region and ensure effective implementation of disciplinary procedures in accordance with company policies & procedures
- Ensure effective implementation of pre & post-employment documentation which involves proper scrutiny, guidelines to business on discrepancies
- Periodic visits at Stations / Branches level for the visibility & accessibility of HR Department
- Provide Career Opportunities to Internal staff & External candidates
- Conduct refresher sessions on HR policies, procedural matters like Medical Policy, recruitment policy etc.
- Ensure employee engagement activities being carried out among areas and promote healthy working environment
- To educate / enforce all HR policies in the company as and when updated
- Ensure all budgetary requirements are fulfilled for business inductions.

➤ **Assistant Manager Human Resource (Lead Talent Acquisition & HR Ops.)** **Trax Logistics (Pvt.) Ltd.**

From September 2019 – October 2019

Directly managing a team of 03 members across the nation.



Contact Details:



House No. R-1104, Sector 16/A, Bufferzone, North Nazimabad, Karachi. Sindh – Pakistan.



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Skills:

- ✓ HR Department Startup
- ✓ Employee Relations
- ✓ Problem Solving & Negotiations
- ✓ HR Policies & Procedures
- ✓ Benefits Administration
- ✓ Staff Recruitment & Retention
- ✓ Orientation & On-boarding
- ✓ HRIS Technologies
- ✓ Performance Management
- ✓ Training & Development
- ✓ Organizational Development

Responsibilities:

- Develop and implementation of HRIS System.
- To look after all HR Services related matter.
- Ensure timely service delivery throughout company.
- Responsible to provide support to all functions of company.
- Develop employee grading system.
- Develop company org. structure.
- Developing channels for recruiting best available talent.
- Finding and acquiring resources.
- Ensure recruitment on all vacant positions throughout Company.
- Develop TAT for recruitment.

➤ **Deputy Manager HR**
Professional Management Services & Consultancy.
From September 2018 – September 2019

➤ **Senior Officer People Services**
K-Electric Ltd.
From August 2013 – February 2017
Directly managing a team of 06 members.



➤ **Assistant Manager HR IR & Admin**
Pharmatec Pakistan (Pvt.) Ltd.
From August 2011 – August 2013
Directly managing a team of 05 members.



➤ **Human Resource Officer**
Atco Laboratories Ltd.
From December 2009 – January 2011



➤ **Senior HR & Admin Officer**
USCS (Pvt.) Ltd. (Dalda Foods Pvt. Ltd.)
From October 2005 – December 2009



➤ **Personnel Officer**
Macter International (Pvt.) Ltd.
From September 2004 – April 2005



Education:

- **B.Com**
University of Karachi
Year 2010 – 2nd Division
- **Intermediate (I.Com)**
Board of Intermediate Education Karachi.
Year 2005

➤ **Matric (Science)**
Board of Secondary Education Karachi. (SM Public School)
Year 1998

Trainings & Certifications:

- Certified Human Resource Professional (CHRP)
- SAP HCM Data Management Training. - “Performance Management” training at K-Electric
- Participated as Focus Group for “First Time Supervisors Training” at K-Electric
- “First Time Supervisors Training” conducted by Learning Minds Group at K-Electric
- Training on “Business Writing & Communication Skills” held at K-Electric by Learning Minds Group.
- Training on “Business Communications” held at Pharmatec Pakistan (Pvt.) Ltd.
- Training on “Communication Skills” held at Pharmatec Pakistan (Pvt.) Ltd.
- “SHE (Safety Health & Environment)” training conducted in Dalda Foods.
- Training on “Grievance Handling and Dealing with Problem Employees” conducted in Dalda Foods.

Personal Information:

Father’s Name : S. Ali Ghazanfar
Date of Birth : 3rd June 1982
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Marital Status : Married
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