

Sheikh Muhammad Asif

HUMAN RESOURCE BUSINESS PARTNER at AnZ Group

Proactive decision maker in development, objective stimulating assignments related as Human Resource Business Partner/Employee Relations segment at a middle management level with reputed Domestic/ International Organization. A dynamic Executive with over 10 years of comprehensive experience in Human Resource Management, Talent Management, Development of Employees and Organizational policies, Facilities Management, Personnel Management, implementing cost and time reduction measures.

Contact Info

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- ★ 3-C , 2/4 NAZIMABAD NO 3 KARACHI Karachi, Pakistan

Strengths & Skills

- ✓ Administrative Skills
- ✓ Facility Management
- ✓ Human Resources
- MS Office
- ✓ Recruitment & Selection

- ✓ Documentation
- ✓ HR Operations
- ✓ Interpersonal Skills
- Multitasking
- ✓ Task Management

- ✓ ERP (HCM)
- ✓ HR Services
- ✓ Meetings Management
- ✓ Performance Management
- ✓ Team player

Academics

TitleInstituteScoreDateMASTERIqra University, Karachi2.7 CGPA2017

Experience **10** years

Company	Designation	Duration	
AnZ Group	HRBP	May 2017 - Mar 2020	2.8 years
Al Shaymaa (Pvt) Ltd	Assistant Manager HR	Feb 2016 - Apr 2017	1.2 years
Jubilee Engineering Corporation	SENIOR HUMAN RESOURCE OFFICER	Feb 2014 - Dec 2015	1.8 years
Rastgar Group of Company	SENIOR HR & ADMIN EXECUTIVE	Dec 2010 - Jan 2014	3.1 years

Work History

AnZ Group May 2017 - Mar 2020 (2.8 years)

HRBP Karachi, Pakistan

Manage the execution of change management and acts as change agent to business through process design that support change and transformation.

Deliver comprehensive HR services to the assigned region and coordinate with the management to develop HR plan that support the overall aim of the business.

 $Responsible \ for \ end \ to \ end \ supports \ as \ per \ the \ business \ plan \ within \ the \ respective \ Region/domain.$

Take individual responsibility for developing the culture within the team and align with the overall culture of the Shared Service Centre.

Al Shaymaa (Pvt) Ltd Feb 2016 - Apr 2017 (1.2 years)

Assistant Manager HR Karachi, Pakistan

Continually working on talent management and assist in the Recruitment and On-boarding activities with Manager HR. Follow-up procedures related to probationary reviews, appraisals, promotions and disciplinary measures. Assist to Manager HR in the line of Compensation and Benefits structuring. Assessing the Training and Development needs and arranging specific trainings, as per need.

Jubilee Engineering Corporation

Feb 2014 - Dec 2015 (1.8 years)

SENIOR HUMAN RESOURCE OFFICER

Karachi, Pakistan



SENIOR HR & ADMIN EXECUTIVE

Karachi, Pakistan



TitleAuthorityDateWriting Winning KPIsDi-Vanci Trainers and Consultant.2015Motivation by ManagementSMEDA2012



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- Services
- AutoMobile
- Engineering
- Importers/ Distributors/Exporters
- Textiles/Garments

Languages

- Urdu Native
- English Medium

* Functional Areas

- Human Resources
- Administration
- Executive Management
- Operations
- Researcher
- Teachers/Education, Training & Development
- Planning & Development

☆ Hobbies

- Blogging and Journaling
- Reading
- Photography
- Computer repair
- Travel