

MUHAMMAD MUJTABA SHAIKH

Karachi, Pakistan

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HUMAN RESOURCES PROFESSIONAL**Snapshots**

- More than 17 years' experience in manufacturing and construction environments
- Master degree in Management Sciences (Specialization in HRM)
- Master degree in Public Administration (Specialization in HRM)
- Certified Human Resources Professional
- Proficient in Microsoft office suite & HR database software
- Strong leadership and problem-solving skills

WORK & EXPERIENCES**Deputy Director Human Resources****Nov 2013- Present****Zulfikarabad Development Authority, Karachi, Pakistan****Major Responsibilities**

- Development and execution of human resources policies align with strategic objectives
- Work closely with senior management to identify the critical positions and talent of organization
- Plan and conduct effective recruitment and selection strategies to attract and acquire right talent from outside of organization.
- Design and conduct customized trainings and development programs for employees
- Provide support and guidance to senior managers to engage their team employees and meet optimum performance.
- Periodical review and alignment of compensation, benefits and recognition policies to attract and retain talent of organization.
- Effective handling of grievances, conflict, harassment, discipline and litigation matters.
- Management of health and safety matters of employees.
- Collaborate with front-line supervision to develop and implement health and safety programs

Manager Human Resources**July 2012- Sep 2013****North Sindh Urban Services Corporation, Sukkur, Pakistan****Major Responsibilities**

- Designed human resource management policy manual.
- Planned and managed HR budget according to employment need of organization
- Proactively managed various hiring activities to recruit new talent from market.
- Organized different on-the-job and off-the-job training programs
- Provided expertise and support to senior managers and employees on human resources policies, performance management and improve working relations matters.
- Successfully managed day to day HR administration issues.
- Effectively handled unions' matters, and conducted quarterly meetings as and when required with CBAs to amicably resolve the union issues.

Manager Administration/HR**Aug 2001- May 2011****National Development Complex, Islamabad, Pakistan**

Performed duties of HR and Administration departments which include but not limited to:

- Successfully implemented HR policies and procedures toward achieve the desire results
- Managed recruitment, selection and orientation activities of new employees
- Coordinates the compliance training program
- Managed all personnel matters and day to day issues of employees
- Effectively handled performance management system
- Assist to directors and executives toward improve performance of employees
- Managed the HR Information System
- Supervised general administration problem
- Managed assets management system
- Supervised fleet management

EDUCATIONAL QUALIFICATION**Master in Management Sciences** (Specialization in HRM)

SZABIST, Karachi, Pakistan

Master in Public Administration (Specialization in HRM)

Quaid-i-Azam University, Islamabad, Pakistan

Bachelor of Law

University of Sindh, Jamshoro, Pakistan

CERTIFICATION & COURSES

- Certified Human Resource Professional - From PIQC-NUST, Pakistan
- Diploma in SAP-ERP- From 3D Educators, Pakistan
- Auditor/ Lead Auditor (ISO) Training Course- From Iqms, DAS, Pakistan

SKILLS & PROFICIENCY

- Proficient in Microsoft Office suite and HR database software
- Having leadership and team building skills
- Problem solving & critical analysis skills
- Effective Interpersonal and communication skills
- Ability to work under pressure and handle multiple tasks simultaneously

References available on request