

Current: **General Manager – ( HR )**, Inventive Building Solutions (Pvt) Ltd. Lahore *(Dec 2017 – Current)*



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**CNIC #:** 35201-3460098-9 **Driving Licence #:** 4190/95 **Marital Status:** Married **Nationality:** Pakistani **Date of Birth:** 19 Sep 1973  
**Permanent Address:** House # 178, Street 10, Cavalry Ground, Lahore – Pakistan.

- ✓ *A dynamic and flexible personality with the ability to work in a fast moving and constantly changing environment.*
- ✓ *Report to management and provide decision support through HR metrics*
- ✓ *Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.*
- ✓ *Manages human resource staff by recruiting, selecting, orienting, and training employees.*
- ✓ *Support current and future business needs through the development, engagement, motivation and preservation of human capital*

|                                     |                             |  |                             |  |                            |
|-------------------------------------|-----------------------------|--|-----------------------------|--|----------------------------|
| ★ <i>Recruiting Strategies</i>      | ★ <i>Selection Process</i>  | ★ <i>Compensation &amp; Benefits</i>     | ★ <i>Employee Relations</i> | ★ <i>Organizational Design</i>         | ★ <i>HR Compliance</i>     |
| ★ <i>Training &amp; Development</i> | ★ <i>HRIS &amp; Payroll</i> | ★ <i>Risk Management &amp; Liability</i> | ★ <i>Cultural Diversity</i> | ★ <i>Workplace Health &amp; Safety</i> | ★ <i>Change Management</i> |

I am 46 years old having foreign exposure and blend of experience in Strategic Human Resource Management with over 12 years of experience In Business Development environment. I have got The potential to accept challenges and can make Effective decision making. I am very much interested To work in an organization which encourages my

### Growth & Development.

**GM-HR (Dec 2017 – Till now)**

*Design the HR System & Planning for Completion the Project within given budget & Time frame.  
Outline the Project Scope and HR Requirements.  
Put Team Systems and Structure in Place.  
Effective HR Monitoring & Control Systems .  
Comparative Analysis Reports.*

**GM HR & Admin (June 2012 – Dec 2017)**

Perform a vital role to handle 15 Projects worth Rs 15 Billion.  
In depth knowledge and correlation with Project Value & Overheads Control.  
Projection of man power in Projects  
Key Performance Indicators (KPIs) and evaluation

### Monitoring Recruitment & Selection Process

*Effective Payroll System*  
*HRIS design & development as per Site requirements*  
*Budgeting on the basis of monthly targets.*  
*Effective Communication skills with management*  
*HR Planning & Budgeting as per Project specifications*  
*Compare all activities with BOQs and yard stick.*  
*Report of all activities to Directors on monthly basis.*  
*Set Credit terms with vendors and suppliers by the*  
*Instruction of Director.*

**Assistant Professor** (Aug 2005 – Aug 2009)

Responsible for making courses outline and courses schedule.  
Teaching courses like Human Resource Management, Organizational Behaviour, Performance Management,

*Human Resource Development Introduction to Business & Training & Development.*

*Design the quizzes, case studies, real application of the offered courses.*

*Evaluate the feedback from the students and try to develop their skills.*

**Office Administrator** (April 2003 – April 2005)

*Communicate with the senior staff for developing Business from overseas and local market.*

**Floor Manager** (March 2000 – March 2003)

**Inventive Building Solution (Pvt) Ltd.**  
(Construction Company)

**UNE-Bahria Town, Karachi**

(Construction Company)

**University of Lahore, Lahore**

(Education Institution)

## LIMT, London

### McDonald's Restaurant, London

**MPA** (*University of The Punjab*)  
(1996 – 1998)  
**B.Sc** (*F.C College, Lahore*)  
(1993 - 1995)

Scholarship in Masters  
Designed Curriculum for MBA  
Distributed shipment of 512 Apartment  
Became Floor Manager within four months  
Complete 512 Villas before time

Travelling  
Try to read Human Faces  
Explore new researches in world  
Cricket  
Table Tennis  
Snooker  
Fishing

|         |  |
|---------|--|
| Urdu    |  |
| English |  |
| Punjabi |  |

**Mr Jawad Anwar**  
Director UNE-Bahria Town  
**Mr Shaikh Abdul Saboor**  
CEO Inventive Building Solutions

- Team Work & Building
- Managerial Skills
- Problem Solving
- Goal Setting & Result Oriented
- Interpersonal Skills
- Decision making
- Conceptual Skills
- Leadership Traits
- Operating Systems

### *Strong Analytical Skills*

*Conflict Management*  
*Negotiation*

England  
Germany  
Spain  
Scotland  
Northern Ireland