

Danish Nasim

MBA (HR)

Change Management and Organizational Development Professional

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PERSONAL PROFILE:

Father's Name: Dr. Nasim Alam

Date of Birth: April 21, 1987

Nationality: Pakistani

C.N.I.C# 42000-8983928-5

Marital Status: Married, 3 Dependents

Address: Tariq Road, Karachi Pakistan

ACADEMIC EDUCATION:

2018-2019	University of Minnesota-Twin Cities (Online Certification) Human Resource Management: HR for People Managers <i>Specialization:</i> <i>Preparing to Manage Human Resources</i> <i>Recruiting, Hiring, and on boarding Employees</i> <i>Managing Employee Performance</i> <i>Managing Employee Compensation</i> <i>Human Resources Management Capstone: HR for People Managers</i>	Minneapolis, Minnesota, USA
2010-2013	PAF-Karachi Institute of Economics & Technology Master of Business Administration (MBA) <i>Majors: Human Resource [GPA 3.16]</i>	Karachi, Pakistan
2006-2009	PAF-Karachi Institute of Economics & Technology Bachelor of Business Administration (BBA-Honors) <i>Majors: Human Resource [CGPA 2.95]</i>	Karachi, Pakistan
2003-2005	NCR Education Center Intermediate <i>Majors: Pre-Engineering [Grade C]</i>	Karachi, Pakistan
2001-2003	Toronto School Of Academic Excellence Matriculation <i>Majors: Science [Grade B]</i>	Karachi, Pakistan

PROFESSIONAL EXPERIENCE:

Human Resource Business Partner (Individual Contractor/Remote) Metco Engineering (TX, USA)

February 12, 2019 to Date

Duties & Responsibilities:

Assess and anticipate human resources-related needs and Partners with leadership to align HR strategy to business strategy.
Write contracts for promotions, transfers, and new hires in collaboration with department management
Identify training needs and create or procure professional development curriculum
Monitor training programs to ensure that training objectives are met
Provide input on workforce and succession planning as well as plans business unit restructuring
Develop and nurture partnerships through human resources to bridge the divide between management and employees
Maintain awareness of the culture, plans, financial position, and competition of the business units under the HR purview
Consult regularly with management and provide guidance when appropriate
Collaborate with colleagues in the human resources department to develop policies, programs, and solutions
Mediate and resolve employee relations issues; conduct thorough and objective investigations when necessary
Find ways to build morale, improve workplace relationships, and boost productivity and retention
Ensure regulatory compliance with legal requirements pertinent to the day-to-day management of employees; collaborate with the legal department when necessary

HR and Company Culture Manager (Individual Contractor/Remote) SleepPare AI (NY, USA)

February 12, 2019 to March 12, 2020

Duties & Responsibilities:

Consult with line management and provide daily HR guidance
Analyze trends and metrics with the HR department
Resolve complex employee relations issues and address grievances
Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
Provide HR policy guidance
Monitor and report on workforce and succession planning
Monitor and report on workforce and recruitment of remote teams
Suggest new HR strategies

Proprietor (Self Employed) Danish & Co (Karachi, Pakistan/ Remote USA)

January 1, 2014 to December 2019

Duties & Responsibilities:

Online sales & consultation services to new sellers and entrepreneur
Online sales and business startup trainings to new sellers and entrepreneur
Online sales of perfumes, newborn baby clothing, pulses and rice, and tableware
Business Research, Recruitment services, Organizational Development and Change management

Business Development (Individual Contractor)

Saeed Ghani Herbal Cosmetics (Karachi, Pakistan)

April 23, 2014 to September 20, 2016

Duties & Responsibilities:

Production supervision and batch planning
Supply and demand gap analysis between production and sales departments
Vendor management and negotiation
Procurement of raw material, planning and delivery scheduling
Procurement of packaging material, planning and delivery scheduling
Identifying new sales leads, pitching products
Maintaining fruitful relationships with existing customers and franchisers
Researching the needs of company and learning what decisions about purchasing to make
Contacting potential customers and franchisers via email or phone to establish rapport and set up meetings
Planning and overseeing new marketing initiatives
Attending conferences, meetings, and industry events
Contacting customers and franchisers to inform them about new developments in the company's products
Developing sales and production goals for the team and ensuring they are met
Training personnel and helping team members develop their skills

Human Resource Officer (Generalist Role)

United Marine Agencies (Pvt.) Ltd. (Karachi, Pakistan)

May 21, 2012 to January 17, 2014

Duties & Responsibilities:

Prepare job opening advertisements
Receiving and segregating application for the required vacancy
Effective use of recruitment channel
Contacting short listed candidates providing interview schedule, distributing interview material and maintain interview files
Processing Job application form, loan application, NPIR, exit interview and final settlement
Maintaining record of promotion, increment, job rotation, transfer and trainings in personnel file
Coordination with bank for salary accounts and monthly salary transfer and generate monthly salary / overtime
Perform training analysis for training plan through performance appraisal, coordination with training institutes
Making and providing HR related report to manager HR and Management
Responding to variety of requests from colleagues by telephone or email related to HR policies
Provide backup to HR department when any colleague is on leave or engaged in training session
Enrolling employees in EOBI & SESSI

Human Resource Officer (Generalist Role)

Efroze Chemical Industries Pvt. Ltd. (Karachi, Pakistan)

July 11, 2009 to October 29, 2011

Duties & Responsibilities:

Reviewing resumes and applications
Conducting recruitment interviews and providing the necessary inputs during the hiring process
Working with recruitment agencies to source for candidates for specific job positions
Maintaining HR records, such as those related to compensation, health and medical insurance
Handling insurance-related issues
Managing workplace safety issues
Training new or existing employees
Communicating and explaining the organization's HR policies to the employees
Follow up of confirmation records statutory obligations - PF, taxes, gratuity, bonus etc
Preparation of salary statement
Handling the full and final settlement of the employees
Conducting various welfare activities
Community initiatives programs - organizing and participation
Regular updating of communication channels
Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements
Recording, maintaining and monitoring attendance to ensure employee punctuality
Conducting employee orientation and facilitating newcomers joining formalities
Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
Resolving grievances or queries that any of the employees have
Escalating to the right level depending on the nature of the grievance or issue
Preparing letters such as offer and confirmation
Implementing and administering performance management processes as per the PMS policy and timelines
Conducting exit interviews for employees and recording them accordingly
Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
Engaging with employees on a regular basis to understand the motivation levels of people in the organization
Keeping records of staff insurance and ensuring timely renewal
Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing
Conducting first round of telephonic interview for the candidates to schedule interviews

Skills:

Adaptability
Interpersonal
Consultation
Administration
Socialization
Communication
Team working

Spoken Languages:

Urdu
English

Area of Interest & Experience (A Short Career Summary):

Talent Acquisition
Learning and Development
Compensation and Benefits
Change Management
Organizational Development
Employee Relations
Neuro Linguistic Programming
Business Development
Sales and Marketing
Communication Management

Awards & Certifications:

Student Project Conference and Project Exhibition-2008
1st Intra-KIET Entrepreneurial Summit-2008
Event Management (Finance Society-2009)
Discover Yourself (International Foundation-2009)
Corporate Governance, Strategy & Competitiveness (IoBM-2010)
Management Skills for New Supervisor & Managers (Clout Plus-2011)
IBA HR Summit-2011 (IBA HR Club)
Feedback Workshop "Implementation of ISO 9001 Quality Management System in Asian Development Countries"(UNIDO-2011)

References: Available on request