



Kashif Mumtaz Ahmed

B-133, Block 2, Gulistan-e-Johar. Karachi. Pakistan
Mob : +92 331 4551 486 ; 315 011 2344
Email: mumtaz.kashif@gmail.com

HR MANAGEMENT PROFESSIONAL WITH A SUCCESSFUL CAREER SPANNING OVER
16+ YEARS IN

| UNITED KINGDOM | SAUDI ARABIA | PAKISTAN |

| CONSTRUCTION & ENGINEERING | CONTRACTING | EDUCATION |
| INFORMATION TECHNOLOGY | CONSULTANCY | STOCK TAKER

ACADEMIC CREDENTIALS

MBA in e-Banking, *Fredrick Taylor University, London, UK*
Bachelor of Commerce, *University Of Karachi, Pakistan*

➤ **OVERVIEW:** Having 16+ years of experience as **Managerial Activities of HR in GCC, Europe & Asian countries**, and academically holding MBA degree from UK and certifications of CHRM & CHRP (USA).

PROFILE SNAPSHOT

- Proficient in best HR systems & practices; passionate about employee engagement and possessing a naturally developmental approach to HR.
- Out-of-box thinker, totally self-motivated, and clearly focused on bottom line.
- Adept at Managing the HR Generalistic Affairs covering the entire organization.
- Experience at resolving very difficult scenarios
- Expert presentation, negotiation and communication skills with keen abilities in planning and goal setting
- Proactive achiever who develops solutions that save time and cut cost.

AREAS OF EXPERTISE

Recruitment & Training	Employment Law	Compensation & Benefits
Human Resource Management	HR Policies & Procedures	Organisational Development
Employee Engagement & Welfare	HRIS	Performance Management
Mentoring & Coaching	Planning & Budgeting	Reward Management
Executive Office Management	Crisis Management	General Administration

PERSONAL INFORMATION

- Date of Birth: 17th February 1977
- Pakistani Nationality | Civil status: Married
- Languages known: Urdu, English, & Arabic (Fair)
- Permanent Address: Gulistan-e-Johar, Karachi, Pakistan.
- Kingdom of Saudi Arab driving license valid up to 2027
- Excellent references will be provided upon request.

CAREER PROFILE

#	Job Title	Reporting To	Number of Employees	Location	Business Sector	Company Name	Dates
1	<u>Head of HR</u>	C E O	185	Karachi, Pakistan	Information Technology	e-Access Pvt. Ltd (Access Group)	9 th August 2017 till present
2	<u>Manager HR</u>	C E O	200+	Jeddah, Saudi Arabia	Construction	Alfaal United	3 rd Sept 2011 till 5 th May 2017
3	<u>Manager Admin. & HR</u>	Director	325+	Karachi, Pakistan	Education	White House Grammar School (WHGS)	Feb 2009 till Aug 2011
4	<u>HR Coordinator</u>	Director	7+	London, UK	Education	Apex Student Services	Nov 2005 – Dec 2008
5	<u>Retail Supvr. & Staff Depid. Contrlr.</u>	Manager HR	500+	Aldridge, UK	Stock Taking	Orridge & Company	Dec 2002 till Oct 2005

CERTIFICATES & TRAINING COURSES

Nov. 2015	Certificate of Human Resource Manager Attended training course of CHRM by American Certification Institute (ACI), USA
Dec 2014	Certificate of Human Resource Professional Attended training course of CHRP by American Certification Institute (ACI), USA
Sept 2014	Project Management Professional Attended 35 PDUs training for the PMP certification by Knowledge Square, Jeddah . KSA
July-Dec 2001	Advanced Diploma in Human Resource Management Completed 6 months diploma from Keystone I.T College, London – UK.

SKILL SET

Recruitment and Staffing

- ~ Develop strategic workforce plans
- ~ HR Planning
- ~ Prepare strategic recruitment and selection plan countrywide.
- ~ Advertising & Online Portals
- ~ Profiling of Candidates and Skill Testing
- ~ Interview Assessments
- ~ Negotiation and Final Selection
- ~ Joining and On Boarding

Policy Management

- ~ Policy Management & Administration
- ~ Policy Review and Updation
- ~ Consult with senior management on organizational/business issues, including talent, change management, employee relations, team effectiveness and leadership development
- ~ Creating new SOPs and HR policies to ensure effective processes

Performance Management

- ~ Objectives Management
- ~ Oversee and manage a performance appraisal system that drives high performance
- ~ On Annual basis conduct performance evaluation of 360 degree across country
- ~ Responsible for probation assessment of Employee Performance during probation period with relevant line manager
- ~ Handling employee promotions

Org. Development

- ~ Job Analysis
- ~ Job Families formulation
- ~ Job Describing
- ~ Job Evaluation
- ~ Employee Value Proposition Analysis
- ~ Employee Engagement Schemes
- ~ Forcefield Analysis
- ~ Decision support system
- ~ To ensure updation of organization charts as per the organizational changes
- ~ To ensure timely circulation of organization changes to all concerned

Surveys

- ~ 180 and 360-degree feedback Surveys
- ~ Climate Surveys
- ~ Market Benefits Surveys
- ~ Salary Surveys

Health, Compensation & Benefits Management

- ~ Payroll Administration
- ~ Legal requirements Considerations
- ~ Salary Scaling and banding
- ~ Final Settlements Compilation
- ~ Responsible for administration and benefits program including health insurances, life insurances & disability.

Reward Management

- ~ Employee Incentives Planning
- ~ Deferred Compensation Planning

General Administration

- ~ Executive Office & Schedule Management
- ~ Program & event management
- ~ Vendor management
- ~ Front desk management

Training & Development:

- ~ Training of staff on routine and development areas
- ~ Conduct Training Analysis
- ~ Prepare available training courses
- ~ Technical Skills Analysis
- ~ Training Needs Analysis
- ~ Training Feedback & Expected Out comes Assessment
- ~ Training Delivery
- ~ Employee Induction & Orientation
- ~ On Job Training Rotations Planning
- ~ Cross Functional Training

Payroll Process:

- ~ Responsible to manage entire payroll process and disbursement of salaries on monthly basis across countrywide.

Employee Engagement:

- ~ Work closely with leaders and employees to improve work relationships
- ~ Build morale and increase engagement, performance and retention of talent
- ~ Handles grievances & career counseling

I.T. Skills

- ~ Human Resource Information System
- ~ MS Office.

Labour Laws:

- ~ Well aware of Saudi & Pakistani labour law
- ~ Prepare policies and amendments in policies as per labour laws of country
- ~ Dealing with employees tactfully according to the labour laws of country

~ End of Résumé ~