


Mohammad Azeem										
Resume										
Date of Birth	10	-	Sep	-	1976	Age	37	Years		
Address	Plot no. 396, Block 7&8, C.P. Berar Society, Opposite Khadija Palace, Karachi.									
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Objective	Finding an opportunity of learning and developing my career using my qualification, skills & abilities, added to enthusiasm and dedication, agreeing that I can be asset to your organization
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Professional Career Summary:

Education	MBA - Human Resource IT Diploma in Computer Science	
Professional Experience	<u>Duration</u>	<u>Organization & Designation</u>
	September 1, 2016 till date	Head of HR – Aptech Computer Education, Head Office, Karachi, Pakistan.
	March 2008 to August 30, 2016	Lal Qila Restaurant, Karachi, Pakistan HR & Recruitment Manager
	June 1998 to Feb 2008	Al Rams Group of Companies, Dubai, UAE HR Supervisor
	Oct 1997 to May 1998	Modern Textile Mills Import and Export Assistant

Work Experience

Organization	APTECH Computer Education, Karachi, Pakistan
Organization Type	Educational Institute
Designation	Head of HR
Tenure	September 2016 – Till Date
Location	Karachi, Pakistan
Reporting To	Managing Director
Responsibility	<p>Provide timely delivery of HR Programs, core services, strategies for C&B, Staffing, Implement HR Strategies by establishing accountabilities, including talent acquisition, staffing, employment processing, compensation, Health benefits, record management, safety and health, succession planning, employee relations & retention.</p> <p>Manager Human Resource Operation by recruiting, selecting, orienting, training, counseling, and disciplining staff, planning, appraising, reviewing job confirmations, maintaining compensation, determining designing systems, resolving problems and implementing change.</p> <p>Support Management by providing Human Resource advice, Counsel and decisions, analyzing information and applications.</p> <p>Performance Management and Talent Management learning to achieve business results. Oversee Workforce plans, recruitment and plans across regions and all job with the teams Team with regional HR Team and take an active part in shaping Web hr</p> <p>Effectively engage staff in Hiring process in respond to hiring requirements.</p> <p>Supervise daily activities and employee relations including Performance management,</p>

	<p>Team motivation and inspire them to be the best team.</p> <p>Develop, revise and maintain up to date descriptions, develop relevant KPI for all job descriptions.</p> <p>Create and support Performance review, performance improvement and delivery process.</p> <p>Contribute to Continuous improvement and best practices</p> <p>Standard Reporting and data analysis. Oversee complains and incident investigations</p> <p>Health and safety, Claims management.</p> <p>Manage Company Benefits</p>
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Organization	Lal Qila Restaurant, Karachi, Pakistan
Organization Type	ISO 9001-2008 Certified Restaurant website : www.lalqila.com
Designation	Manager HR & Recruitment
Tenure	March 2008 – August 2016
Location	Karachi, Pakistan
Reporting To	General Manager
Responsibility	Policies Development, JD&JS, Talent Acquisition, Orientation, Training, Payroll, Performance Management,
Key Achievements	<p>Recruited candidates by giving ads on different websites saving 80% of annual recruitment cost as well as conduct in-house recruitment, resulting in significant cost saving.</p> <p>Interviewing candidates from different locality and areas for all positions thereby reduced the time frame given by Management and Department heads for required candidates</p> <p>Conduct induction and complete on time evaluation of newly hired</p> <p>Experienced at designing, planning and implementing a series of training programs in coordination with outsource trainers</p> <p>Prepared, participated and delivered various Internal trainings</p> <p>Ensure the effective implementation of HR policies, procedures and practices in accordance with Restaurant objectives</p> <p>Monthly performance evaluation and motivation</p> <p>Implementing health benefits system coving health and life</p> <p>Record, maintain and monitor attendance to ensure employee punctuality.</p> <p>Supervise Annual Employees Appraisals.</p> <p>Addressing employee related issues.</p> <p>Performing other incidental and related duties as required or assigned.</p> <p>Effective and continual updating of employee records</p> <p>Prepare, provide & update job descriptions including Key Performance Indicators</p> <p>Resolve employee grievances or queries.</p> <p>Prepare timely payroll for staff and set out differences (if any).</p> <p>Conduct exit interview and prepare final settlements</p>

Organization	Al Rams Group of Companies, Deira, Dubai, UAE
Organization Type	FMCG – Electronics website : www.alramsgroup.com
Designation	HR & Admin Supervisor
Tenure	May 1998 to Feb 2008
Location	Deira, Dubai, UAE. – Near Nasir Square - P.O. Box 51320, Dubai, UAE.
Reporting To	Administration & HR Manager
Responsibility	Policies Development, Recruitment, Orientation, Performance Management, Payroll, Residency Visa Issuance, Application of Labor Laws, Asset

	Management, Correspondence, Personal Records, Travelling arrangements etc
Brief Job Description	<p>Recruitment & Hiring: Hiring request form, newspaper advertisement, interview. Offer letter form, Rejection, Job Letter & Agreement, employee verification, new employee orientation checklist</p> <p>Benefits: Certificate of coverage, family medical or annual leave, funeral policy, sick leave policy, training, tuition reimbursement policy, overtime, salary structure, transportation, loan, driving license, Haj or Umrah.</p> <p>Performance Management: Disciplinary action checklist, employee change form, initial or final warning, Performance plan, Performance appraisal form & company policy</p> <p>Employee Records: Termination, exit interview, work force reduction, End of service.</p> <p>Data Entry & Controlling expiry dates: All related documents such as passports, visas, health cards, rent agreements, vehicle documents and so on</p> <p>Correspondence: Registering all correspondence in the system and dispatching with the coordination of Secretaries.</p> <p>Assets: Verifying Assets in all locations and doing necessary documentation for transferring them.</p> <p>Visit & Residence Visa: Preparing daily visit and yearly residence visa control & filing all expense</p> <p>Travel Arrangements: Make all travel arrangements for the company & staff at the most economical and efficient travel.</p>
Other Courses	
IELTS - 6.5 TOEFL - Twice & SAT English Language - PACC - 4 th Level Short Course Typing (Manuel / Electronics)	
Computer Skills and Other Abilities	

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	M.S Office (Excel, Word & Outlook)	Good	Currently Using
2	Operating ERP Based Dot Net System	Good	Currently Using