

SHAHID NAWAZ

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CAREER OBJECTIVE:

Starting of careers from 2008, now looking for a professional Human Resource position. Coming with extensive knowledge of Human Resource principles and ability to handle complex problems using outstanding organizational and time management skills.

QUALIFICATION:

- MBA Executive (HRM) Last semester IOHBMSS, Jinnah Sindh Medical University Karachi.
- LLB 2016 Islamia University Bahawalpur
- Graduation 2005 University of Sargodha

PROFESSIONAL EXPERIENCE:

Altamash General Hospital Clifton Karachi.

30 December 2019 to present

Head of HR / Assistant Manager HR:

Job Summary: Responsible for developing, recruitment & selection procedures, overseeing the compensation & benefits, training & development, Performance Appraisal, Payroll system and grievance handling process of **Altamash General Hospital**. To ensure the policies, procedures and overall strategic objectives & functions such as raining, monitoring performance including the operation of HR and also improving the productivity of organization.

Present key responsibilities:

- 1. HR Controlling / Operations:**
 - Supervise and provide consultation to management.
 - Design / develop HR policies, Strategies and initiatives relevant for development of Hospital / Organization.
 - Ensure effective implementation of the HR policies and procedures. Responsible to complete HR documentations for selected candidates.
 - Maintain Human Resource information system records and compile reports from database.
 - Liaison meetings with the various agencies, authorities, Govt departments and the visitors coming in the Hospital.
 - Drafting memos and admin related reports. Supervising & conducting of HoDs meeting.
 - Responsible for guide / make Job Description of employees for smooth and profitable operations of HR.
 - Develop and maintain a human resources system that meets top management information needs.
 - Review and update employment contracts and agreements. Issuance of experience, Account opening and other letters.
- 2. Recruitment & Selection:**
 - Execute recruiting activities to identify, engage and secure the right fit at the right time
 - Coordinate with Managers to identify optimal recruiting strategies, ensuring top quality hiring in reduced cycle times.
 - Establish and lead the best recruiting and hiring practices and procedures necessary to attract and retain competent talent in the market. Investigation background, onboarding process and orientation of deployment. Advertising, short listing, test / interview & finalizing
- 3. Payroll & Salary system:**
 - Managing overall payroll management of Organization staff.
 - Managing of Allowances, Deduction, Loan, Salary Advance, Roster, Attendance, and Overtime & Leaves.
 - Monitor salary structure and benefits of all employees. Revision of salaries of employees after PMS reviewing.
- 4. Compensation & Benefits**
 - Handling of SESSI, Retirement, Medical & Final Settlement cases
 - Responsible for EOBI monthly contribution (addition, deletion, voucher generation & Pension cases) all process and also maintain record. Responsible for final settlement, C & B related projects & exercise day to day activities.
 - Reviews and approve the approvals Annual HR Plan and forward it to for final approval, treat highly confidential information with the utmost integrity. Plans and conducts new employee orientation to foster positive attitude toward Organizational goals.
- Transfer & Promotion:** Responsible for Transfer / Promotion, confirmation of all internal & external cases.
- Departmental Budgeting:** Estimating of Income, Expenses, saving, requirement, future analyzing towards goal.
- 5. Performance Appraisal:**
 - Setting work standards, Assessing actual performance relative to standards.
 - Lead and monitor implementation Performance Management System in line with the Organizational Goals.
 - Responsible for Annual / special increments after judgment of employee performance & inflation rate.
- 6. Grievance handling:**
 - Handle all employee grievances professionally and resolve the conflicts in an unbiased manner
 - Deals with Termination, Disciplinary cases, Explanation, Late coming, Absconding, counseling & Security clearance.
 - Maintain record of employee's resignations, Terminations & Hired data in HRMS.
- 7. Training & Development:**
 - Handling training (soft skills & technical). Conduct trainings for revenue generation.
 - Training plan and preparing the training budget. Training & Coach staff & determines training need.

- Any other related duties assigned by the Medical Director & Chief Executive Officer / Chairman of Organization.

Sr. HR Executive
Acting Assistant Manager HR
HR Executive
HR Officer

26 June 2018 to 09 December 2019
07 December 2018 to 11 April 2019
26 March 2017 to 25 June 2018
26 June 2008 to 25 March 2017

Key responsibilities:

- Over all control of payroll
- Recruitment & Selection
- Departmental Budgeting
- Transfer & Promotion
- Performance Appraisal - Compensation & Benefits
- Managing HRM Pay roll / Salary Making at ORACLE data base system monthly basis.
- Allowances, Deduction, Loan, Salary Advance, Roster, Attendance, Overtime & Leaves.
- **Compensation & Benefits:** Handling of EOBI, SESSI, Retirement, Medical & Final Settlement cases
- **Recruitment & Selection:** Advertising, short listing, test / interview & finalizing
- **Performance Appraisal & Salary Increment:** Evaluation reports Separation of increment cycle (Jun & Dec), making of data with performance, processing, approving from authorities & put the same in Personal profiles / Payroll HRM Oracle.
- Assistance COO, Group Head HR, Manager, Deputy Manager HR & All HoDs of Organization.
- Handling of Policy regarding Hajj / Leave / Medical / Short leave and other matters
- **Training & Development:** Handling training sessions (soft skills & technical)
- **Operation:** Orientation, Appointment letters, Transfer / Promotion, Confirmation, Departmental Budgeting, NADRA verification, Termination, Updating of service record, Staff Counseling, HoDs meeting, Explanation, Late coming, Absconding, legal documentation, Staff Strength, Making Consultant Contracts (Faculty & sharing basis) Supervision of junior staff, Security clearance & A/C Holders.
- Handling of Biometric & Face scanning machine fetching / transferring of data to Oracle HRMS

IT SKILLS

- MS Office, Advanced, Word, Power point & Typing speed **50 WPM**
- MS Excel (V-lookup, Data Validation, Mail Merge, Conditional Formatting, Hyperlink, Formatting & Formulas)
- Oracle database

HONORS & ACHIEVEMENTS:

- Certificate of Appreciation for conducting the training session on Oracle (HRMS) & Final Settlement process September 2018.
- Service Appreciation Certificate (Employee of the month) for the month July 2018.
- Certificate of Appreciation for conducting the training session on EOBI process September 2018.
- Member of the Internal Audit Committee for ISO certification. Played vital role in achieving ISO9001:2015 Certification for the organization in 2017.
- Certificate of Appreciation for conducting the training session on Salary payroll process August 2017.
- Pride performance at the time of Salary Increments: Jun 15=SEE, Jun 16=SEE, Jun 17=SEE & Jun 18= Substantially Exceeds Expectations (SEE)
- Certificate of Appreciation for presented to EMBA Batch IV at IOHBMSS August 2018.
- Certificate of Appreciation for conducting of training session on Posting of Leave at Oracle (HRMS) June 2019.

CERTIFICATES & TRAININGS:

- Attended training session on Professional Growth Session.
- Attended training session on teamwork, Managing People & Time Management.
- Attended training session on Effective Leadership.
- Attended training session on Email writing.

REFERENCES:

Will be furnished upon request