

Aamir Mahmood Abbasi

Residence: Islamabad, Karachi

0301-8508114, 0302-9100100
aamir_abbasi85@live.com

I consider myself a versatile, hardworking individual with desire to learn and develop. My aim is to be an efficient part of an esteemed and dynamic organization, which offers the opportunity of personal growth and career development. I have well developed problem solving skills in recruitment, trainings and organization development along with human resources and management skills. I am willing to relocate for experience, learning and better opportunities.

Specialty Areas:

- Certified Soft Skill Trainer from Ireland.
- Certified in Human Resource Management from PIMS.
- Certified in Leadership Synopsis from TPE.
- Certified Industrial Relation Analyst and Sindh Labor Law Analyst
- Human Resource Management, Recruitment, Head Hunting, Conflict resolution, Employee counseling, Grievance management, Training and Development.
- Staffing & Executive Search, Social Networking, Sourcing Channels Establishment.
- Employee engagement programs, reviewing annual performance.
- Developing and implementing HR policies and procedures.
- HCM function implementation & development.

Achievements:

- Only Asian in 2013 batch awarded “Distinction” in Training Certification – Ireland.
- Developed “Innovation” team for organization to sustain recession hurdles – Ireland.
- Re-structuring of HR department and Organization in Cybernet (Lakson group) & Pakistan Mercantile Exchange (PMEX) – Pakistan.
- Initiating of In-house training in Cybernet (Lakson group) & Pakistan Mercantile Exchange (PMEX) – Pakistan.
- Previously youngest Head of department & Member of Grievance Committee at Pakistan Mercantile Exchange (PMEX) – Pakistan.
- Develop and rewriting HR policy manual, SOP’s & internal departmental forms, making of orientation presentation, creating diversity for cultural improvements Initiating employee counseling at Cybernet (Lakson group) & Pakistan Mercantile Exchange (PMEX) for minimizing grievance and improving employee morale – Pakistan.
- Successfully implemented attendance and leave policy at Pakistan Mercantile Exchange (PMEX) – Pakistan.
- Invited as guest speaker for several well reputed universities like IoBM, Iqra University, ICMA etc.

EXPERIENCE - HUMAN RESOURCE GENERALIST

Senior HR & OD Consultant

October 2019 – Present

Speed HR Solutions Ltd.

- Advising management on the administration of human resources policies and procedures
- Serving as internal consultant by analyzing a company's current HR programs and recommending solutions
- Developing, revising, and implementing HR policies and procedures
- Ensuring HR programs and services are in compliance with established policies and procedures as per LAW.
- Preparing and maintaining reports related to specific HR projects
- Assisting with the development and coordination of recommended changes regarding workflow
- Conducting audits of HR activities to ensure compliance
- Presenting training sessions related to specific HR programs

Additional Director Human Resources

March 2018 – October 2019

DOW University of Health Sciences

- Developed organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implemented human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention.
- Managed human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff, performance management and improvement systems.
- Accomplished special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- Supported management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Guided management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complied with legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

Head of HR & Trainer*March 2015 – August 2017*

Pakistan Mercantile Exchange Limited

- Building productive relationships across the organization and actively seek opportunities to engage employees, improve communications and enhance organizational performance.
- Leading initiatives to harmonize culture and standardize processes.
- Developing strategies to attract, develop, retain and engage a high-performance workforce.
- Promote positive employee relations with fair and consistent HR practices and policies.
- Manage programs to achieve market competitiveness and internal equity.
- Developing organization strategies by identifying and researching human resources issues.
- Managing human resources operations; maintaining compensation; determining production; accumulating resources; resolving problems; implementing change.
- Supporting management by providing human resources advice, counsel, and decisions.

Human Resource Generalist and Trainer*March 2014 – Feb 2015*

Lakson Group of Companies (CyberNet, Rapid Compute and Stormfiber Divisions)

- Planned, developed and implemented strategies for Human Capital Management and Development
- Carried out all the HCM processes and acted as the decision-making authority for different HCM affairs.
- Monitored, measured and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales.
- Contributed to the evaluations and developments of HR strategies and performance in co-operation with the executive teams.
- Planned for all employee performance appraisals; developed tools for appraisals, job evaluation and development.
- Established Outplacement office for sourcing employees for international projects. Managed to process the Final Settlement of employees and Drafted Employment Contracts and appointment letters.
- Ensured compliance with all the applicable policies, procedures and controls of Information Security Management System.
- Analyzed training needs for all departments, Developed and delivered training modules.
- Planned and directed for training of employee, including senior managers, maintained contact with outside resources for training.

HR Outsource Limited - Ireland*Dec, 2009 – August, 2013*

Worked with HR Outsource Limited for 4 years with their different clients in different positions as mentioned below:

Assistant Manager HR - Recruitment/ Training & Development

HR Outsource Limited

- Provided general administrative support to the HR department, in recruitment.
- Assist the HR unit to update and redraft their existing recruitment policies.
- Assist and scheduled training sessions, and booking / notify all relevant parties.
- Sent all appropriate pre-course information to delegates / managers in advance for

training courses.

- Kept all data of training suppliers and training materials up to date.
- Prepared the management information – monthly; quarterly and annually reports.
- Printed the training support materials / handouts for training courses, and assisting with the creation or formatting of these where needed.

HR Training & Development (Innovation) and Recruitment Officer

Circle Anglia Limited

- Assist and scheduled training sessions, and booking / notify all relevant parties.
- Sent all appropriate pre-course information to delegates / managers in advance for training course.
- Obtained training records / certificates of previous training or qualifications achieved from new joiners for personnel files and / or HR software.
- Assist in the delivery of training sessions at a basic/administrative level if required.
- Shortlist resumes and conduct initial interviews.

Customer Care Representative

Mar, 2007 – May, 2009

Pakistan Mobile Communications Limited (Mobilink) - Pakistan

- Managed incoming and outgoing calls with postpaid and prepaid customers.
- Handled customer complaints, communicated with customers to identify root cause of issue, follow procedures to resolve issues within agreed time-frames.
- Going extra mile to resolve customers, sympathies with customers making them feel important.

EXPERIENCE - TRAINING AND DEVELOPMENT

Trainer (Certified from Ireland)

2009 – Present

Trainings / Guest Speaker / Jury Member (Pakistan):

- **PIM - Pakistan Institute of Management** : Anger Management
- **Pakistan Navy** : Creativity & Innovation at Workplace
- **PIM - Pakistan Institute of Management** – Karachi
- **Speed HR Solutions** : One Month Human Resource Training Including Topics Learning & Development, Talent Acquisition & Talent Management, Job Analysis, Competency Mapping, Job Description, Compensation & Benefits, Development-Driven Performance Management, Strategic Human Resource Management
- **Pakistan Mercantile Exchange** : Team Building, Getting Things Done, Impression Management, General Etiquettes
- **MDK Corporation** : Emerging Trends in Human Resource
- **Lakson Group of Companies** : Team Building, Getting Things Done, Impression Management, General Etiquette
- **Institute of Cost and Management Accountants of Pakistan** : Jury Member , Impression Management
- **IEEE - Institute of Electric and Electronic Engineering** - Explore 2015, Invasion 2015 – 2017
- **PSTD - Pakistan Society for Training and Development**
- **IOBM - Institute of Business Management** : Eureka Festival 2015, Eureka Festival 2016
- **Preston University** - General HR Trends, Think Out of The Box
- **IQRA University** : Organizational Development, Team Building

- **JS Bank** : Personal Effectiveness, Customer Services
- **HR Outsource** : ABC of Customer Services, Team Building, Thinking out of the box, Career counseling, Addressing Grievance

Trainings held internationally:

- HR Outsource Limited – Ireland
- Circle Anglia Limited – Ireland
- Samvo Limited – Ireland

EDUCATION

Post-graduate - Business Administration (MBA)	University of Wales	2012 – 2014
Graduation Diploma - Management Studies	ICM – UK	2011 – 2013
Advance Diploma - Business Studies	ICM – UK	2011 – 2013
Bachelors in Economics	Sindh University – Pakistan	2006 – 2008
High School	Cadet College Petaro – Pakistan	1999 – 2004

CERTIFICATIONS & AWARDS

— Lean Six Sigma - Green Belt Pakistan Institute for Management – Lahore	March 2019
— Certified in Human Resource Management Pakistan Institute for Management – Karachi	July 2017
— Diploma in Sindh Labor Law & Industrial Relationship Speed HR Solutions – Karachi Institute of Professional Studies	May 2017
— Certification in Leadership Synopsis TPE Consultant – Karachi	April 2017
— Guest of Honor/Jury member / Guest speaker ICMA-Pakistan, IEEE - NED University	Jan 2015, Aug 2017
— Train The Trainer Professional Business Development - Ireland	Feb, 2013
— 7 Cs Griffin Retails - Ireland	June, 2012

Reference are available upon request.