

# Hamad Ul Haq

CHRP, CGRA, CHRBP, Certified Trainer, Certified Coach

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## Mission

To seek a challenging job where my skills, knowledge, commitment and dedication will be utilized.

## PERSONAL STATEMENT

- Successful human resources executive with track record of making positive changes in organization's culture, developing motivated staff, enhancing professionalism, and leading HR operations to an increased organizational effectiveness.
- Dedicated Human Resources Coordinator focused on developing efficient processes using knowledge of recruiting, employee relations, training and development. Highly efficient and well established in administrative environment that are fast-paced and challenging.

## EDUCATION

- **IQRA University, Karachi (2018-2022)**  
Ph.D – Business Administration
- **COMSATS Institute of Information Technology, Islamabad, Pakistan (2015–2018)**  
MS – Human Resource Management

### Major Achievement:

— Awarded HEC Indigenous Scholarship.

### Electives:

- Emerging issues of Leadership and Motivation
- Performance Management
- Human Resource Development
- Strategic Management

### Thesis:

— *The Impact of Curriculum on Business Graduates' Skills: Evidence from Telecom Sector of Pakistan*

- **University of Sindh, Jamshoro, Pakistan (2011–2014)**  
BS – Human Resource Management

### Major Achievement:

— Awarded Prime Minister Laptop for securing highest CGPA.

## PROFESSIONAL EXPERIENCES

### Hisense Electronics Private Limited, Karachi

Designation: HR & Admin Executive

Nov 2018 ~ Present

- Manage and coordinate nationwide recruitment function. Conduct new employee orientation and induction.
- Preparation and review of job Descriptions, Key Deliverables of all positions and regular upgrading with consultation with the respective Managers and Head of HR.
- Assist HR Head in succession planning of key position. Work closely with the relevant Department Head (s) on career progression planning for employee's countrywide consideration the development skillset.
- Ensure valid employee database.
- Processing monthly allowances, screening of OPD benefit reimbursement and dealing with Insurance companies.
- Prepare and process monthly payroll, disburse salaries in bank accounts and prepare relevant reports.

- Oversee Leaves and Attendance Management Policy.
- Handle and process Loan and Salary Advance requests.
- Maintain and update Organograms.
- Assist Head of HR in overseeing HR policies/SOP compliance and implementation.
- Handle Complaints and Grievances.
- Deals in EOBI and IR related issues.
- Conduct the exit/separation formalities and prepare full and final settlements.
- Responsible for Exit interview and employees Clearance.

#### **Internal Auditor- ISO 9001**

- Prepare SOPs for various operations like HR, Sales, Service, Logistics and Import.
- Preparing forms & formats for managing the all operations.
- Implementation & maintenance of management system complying ISO 9001.
- Training to all managers such a work that they can work as per the quality policy.
- Internal Audit as per scheduled plan.

#### **Administrative Tasks**

- Plan and coordinate administrative procedures and systems and devise ways to streamline
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Arrange executive travel, hotel and dining arrangements as needed
- Maintenance of Company Vehicles and Equipment's on regular basis
- Track staff requests pertaining to operations and liaise with building property manager regarding tenant-landlord issue
- Ensure timely payment of Utility Bills
- Repair and maintenance of equipment's and electrical appliances
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (renovations, event planning etc.)

### **TCS Private Limited, Karachi**

**Designation:** HR Officer (Talent Acquisition)

**June 2018 ~ November 2018**

- Design develop and maintain end to end courier recruitment cycle (Sourcing, Interview scheduling, onboarding and orientation)
- Project base hiring's (end to end process)
- Profiling of new entrants in Harmony
- Coordination with entire region related to documentation of new employee
- Handle queries of walk-in employees, over phone calls, emails
- Special Assignments assigned from Line Manager
- Handle employee relations; council on human resource and work-related issues
- Ensuring HR Policies and SOPs
- Prepare transfer & hiring approvals then offer letters accordingly
- Generating strategies for sourcing
- Maintain data prepare different MIS including Hiring Tracker, Courier Gap, and New Joiners
- Schedule training sessions of Employees
- Coordinate with other team members and assist them in their tasks

### **Quick Packer and Movers, Karachi**

**OCT 2016 ~ June 2018**

**Designation:** HR Coordinator

- Dispatching, receiving and distributing important documents, scanning/filing documents, and sending faxes
- Coordinate exit interviews
- Provide administrative support
- Communicate with employees handling basic questions
- Experienced in supporting the HR team across all operational financial and administrative functions.

- Assist in employee hiring and firing procedures
- Coordinating with the staff at all locations of CC for conveying important business messages for/to the staff
- Drafting letters and documents for regular business correspondence
- Organizing the meetings that are to be held in the office (interviews, other business related)
- Managing attendance of the staff; making monthly fluctuations of absences, guiding and following up with the staff for applying for leaves/taking necessary approvals
- Managing interviews and guiding candidates well
- Facilitating recruitment team on their operational requirements for managing interviews well
- Guiding the new staff and managing coordination with accounts team regarding bank account issues
- Preparing and submitting all relevant HR letters/HR records for attendance, etc
- Maintaining and updating records of applications, interviews, offers etc
- Conducting employee joining formalities.

### **Haidri Beverages Islamabad, Pakistan**

**June 2015 ~ August 2015**

**Designation:** HR Intern

- Maintaining personal files & documentation of HR dept
- Overtime & Leave Management.
- Generating Time Office reports such as late coming report.
- Recruitment - Screening CVs and scheduling interviews.
- Job Advertisement Updating Employee Portal

### **UKCN Education, UK**

**January 2015 ~ Present**

**Designation:** Freelance Writer

- Writing Academic Projects on HR, Management and Project Management

### **Sukkur Beverages, Pakistan**

**July 2014 ~ August 2014**

**Designation:** HR Intern

- Document processing & approvals
- Degree verifications from relevant universities
- Overtime & Leave Management

### **United Bank Private Limited, Pakistan**

**June 2011 ~ August 2011**

**Designation:** Intern

- Operations Department
- Remittance, Clearing, and Customer service.

## **CERTIFICATIONS**

**Certified Human Resource Business Partner** (April 2020- No Expiry)  
CHRBP-MiddleEarthHR, Dubai

**Certified Life Coach** (September 2019- No Expiry)  
Continues Professional Development, UK

**Train the Young Trainer** (September 2019- No Expiry)  
TTYT- School of Leadership

**Certified Global Recruitment Analyst** (January 2019- No Expiry)  
CGRA-MiddleEarthHR, Dubai

**Certified Human Resources Professional** (August 2018- No Expiry)  
CHRP-PIQC, Karachi

**Diversity and Inclusion in the Workplace** (2018)  
ESSEC Business School, France on Coursera

## **ACHIEVEMENTS**

Appreciation Letter for Master of Annual Sales Conference and Detailed Presentation on HR Process and Trend in Hisense Pakistan (December 2019)  
Member of International Management Research & Technology Consortium (IMRTC-USA) February 2018  
HEC Indigenous Scholarship Awardee May 2016  
Participated in Securing Peace and Prosperity Conference Organized by SDPI, 2015  
Participated in Active Citizen by British Council, 2014  
Selected for I Youth medal as best performing student April 2013  
Hosted One-day Workshop on Explore Yourself, 2013  
Planned Walk for Causing Spread of Education, 2013  
Organized 2<sup>nd</sup> Young Students Conference 2012

## **SKILLS & INTEREST**

- Ability to Develop Training Manuals and Materials.
- Ability to work independently.
- Organized, disciplined and goal oriented personality
- Excellent communication skills demonstrated by ability to work with people of diverse backgrounds
- Time Management skills
- Good personal relations and co-ordination skills
- Ability to adapt easily to a new/challenging environment
- Adapt at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable and transparent environment
- An enterprising leader with the ability to motivate employees towards achieving organizational objectives

## **EXTRA CURRICULAR ACTIVITIES**

Member, Firefox Student Ambassador  
COMSATS Student Council – Member

**References to be furnished upon request**