



Dear Sir/Madam,

It is with great interest that I am forwarding my resume for your consideration. Currently I am looking for a career opportunity that is both intellectually and financially rewarding.

I am a Human Resources Professional with 11 years of comprehensive Human Resources experience covering almost every aspect, including recruitment and retention, conflict resolution, change management, performance management and benefits administration.

My observation is based on practical experience because during my current jobs, I have been a part of many major HR initiatives as a team leader and player. As of now, Mustaqim Dyeing and Printing Industries (my current employer) is bringing about major reforms in which new mind-set and capabilities are being developed to make the organization ready for facing the mounting challenges. This firsthand experience has helped me a great deal in understanding the true dynamics and challenges that underlie major changes in large organizations and being a part of the decision makers. I am getting better and better in resolving complex problems and providing effective solutions. I am looking after the HR of the group sectors like Towel, Socks, Spinning and Retail Operations.

In light of the foregoing, I am very much interested in facing new/ big challenges concerning and far reaching changes in the organization through HR development and management.

The enclosed CV details my academic and professional history & records and the skills & accomplishments; however, an interview shall definitely help you more in evaluating my candidature for the position, and to discuss how my talent, professionalism and enthusiasm will add value to your operation.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours faithfully,

Shadab Essani

Human Resources Professional

Karachi, Pakistan

shadab.essani123@gmail.com

shadab683 (skype)

+92 322-2450544 (Mobile)

SHADAB ESSANI

+ (92) 322 – 2450544

Email: shadab.essani123@gmail.com

Skype: shadab683

Address: Plot # 95, Block # 02, Hussainabad, F.B. Area, Karachi.

CNIC: 42101-5214582-1

Cast: Okhai Memon

Marital Status: Married

D.O.J: 10-June-1988

EXECUTIVE SUMMARY

- Ⓔ A senior HR Professional, over 11 years progressive experience leading HR functions of large, diverse, nationwide network and multicultural employees organizations ranging from Service Sector to Manufacturing Industries with key focus on developing HR Strategies, Frameworks, Policies, Systems and Programs leading to efficient HR Service Delivery, Performance Management Systems, KPI based Scorecards, Employer's Branding, Talent Management, Learning & Development, Succession Planning and Leadership Development.

Highly knowledgeable subject matter expert. Coordinator of Management Committee, advisor and facilitator to CEO and Senior Management Team, trainer, coach and mentor. Editor of employees' in-house magazine, HR & Corporate Communication and member of editorial committee of customer magazine. Experience in department start-ups, high-growth operations and restructuring.

Expertise in:

- | | |
|-------------------------------------|-----------------------------------|
| Ⓔ HR Department Startup | Ⓔ Training and Development |
| Ⓔ Operations Management | Ⓔ Orientation & On-boarding |
| Ⓔ Benefits Administration | Ⓔ HR Policies and Procedures |
| Ⓔ Performance Management | Ⓔ Staff Recruitment and Retention |
| Ⓔ Organizational Development | Ⓔ Employee Relations |
| Ⓔ Strategic HR Planning | Ⓔ Learning and Development |
| Ⓔ Talent Management | Ⓔ Leadership Development |
| Ⓔ Retention Strategies | Ⓔ Succession Planning |
| Ⓔ Business Partnering | Ⓔ HR Analytics |
| Ⓔ System and Procedure Designing | Ⓔ HR Communication |
| Ⓔ Organization Design and Structure | Ⓔ HR Service Delivery |

HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

Mustaqim Dyeing and Printing Industries (Group of Ghani and Tayyab)

Human Resources Manager/ Department Head

March 2014 – Date

Zubaida Medical Centre (Under the management of Gul Ahmed Textile)

Human Resources Manager/ Department Head

October 2011 – March 2014

Usman Memorial Hospital (Under the management of Okhai Memon Youth Services)

HR cum Accounts Officer

January 2007 – October 2011

EDUCATION

- ✦ **Masters of Science, Gold Medalist** from Mohammad Ali Jinnah University, 2014 (CGPA = 3.6).
- ✦ **Masters of Business Administration, Gold Medalist** from Karachi University, 2012 (CGPA = 3.4).

PROFESSIONAL AND ACADEMIC ACHIEVEMENTS:

- ✦ 5 research papers are published in International Journal out of 3 are related with HRM.
- ✦ 03 Gold Medals, 30+ awards, 50+ certificates and different gifts are received in academic and professional career.
- ✦ Student of Chinese Language Level 2. (1st Level of Chinese Language completed with 83.0%).

PROFESSIONAL EXPERIENCE IN DETAIL



Human Resources Manager – March 2014 – present

Mustaqim dyeing and printing industries (Group of Ghani and Tayyab) is one of the leading manufacturer and exporter of Home Textile, Towel, Yarn and Socks over the world. MDPI produces best quality products by utilizing the most efficient use of technologies.

Essential Job Responsibilities:

- ✦ Maintains the work structure by updating job requirements and job descriptions for all positions.
- ✦ Monitoring the organization's salary structure and benefits provision to ensure a balance between control of costs and attracting and retaining staff.
- ✦ Assess relevant training needs for staff individuals and organization, in consultation with departmental heads, including assessment methods and measurement systems entailed.
- ✦ Create strategic recruitment and selection plan.
- ✦ Create strategic training and organizational development plan to meet personal, professional, and organizational needs of employees.
- ✦ Oversee compensation programs to ensure regulatory compliance and competitive salary levels.
- ✦ Evaluate and recommend improvements to benefit programs.
- ✦ Develop and coordinate grievances and mediate workplace disputes; counseling employees and supervisors.
- ✦ Develops and maintains a human resources system that meets top management information needs.
- ✦ Evaluate procedures and technology solutions to improve human resources data management.
- ✦ Recommend and maintain an organizational structure and staffing levels to accomplish company goals and objectives.
- ✦ Recommend and establish company policies and procedures.
- ✦ Building on existing systems to create HR tools including job descriptions, competency profiles, and Performance Management System.
- ✦ Administer performance management program.

- ✚ Maintaining recruitment project records and statistical information relating to the same.
- ✚ Ensure compliance to the Policy and procedures is in place.

Key Contributions:

- Developed “HR Vision 2020”
- Led HR automation drive to develop
- Closed more than 40 positions in just 3 months
- Developed HR Policies and SOP’s for Recruitment, Training, Compensation, Payroll Closing, Healthcare Reimbursement, Loan and Advance acquisition, Disciplinary Issues and Workplace investigations, Employee Exit, Employee Engagement and Retention and others
- Reshaped the outlook of HR Team, inducted a highly qualified team and transform the department into a “Strategic Business Partner” for all Business Divisions.
- Initiated “Employer’s Branding” Drive, Participation in Job Fairs, development of career portal and Social Media Page.
- Revamped Recruitment Process and introduced “Competency Based Assessment Centers” for internal and external selection.
- Revamped Grading and Compensation Structure based on Point Based Job Evaluation System”
- Institutionalized “Rising Star”, an in-house fast track Management Development Program.
- Initiated and successfully completed the largest “Management Trainee Program”, inducted 20 MTOs, fresh business Grades.
- Revived and Reestablished in-house “Learning & Development” wing to manage extensive Training Calendar, providing modular and on the job training through micro-training sessions
- Led enormous organization restructuring, redesigning and remodeling, developed new divisions and facilitated formation of group companies.



Human Resources Manager - October 2011 – March 2014

Zubaida Medical Centre is a 100 bedded hospital with state of the art latest technologies with different facilities i.e. Ultrasound, Radiology, ICU, NICU, OPD, Echocardiography, Operation Theatre and so on.

Key Achievements:

- ✚ Managed more than 500 personnel and all issues related with HR.
- ✚ Responsible to Re-structuring, Development, Employee Training Development Policies, Performance Management, Recruitment, Hiring, Firing and Implementing HR Policies.
- ✚ Responsible to look after Compliance activities.
- ✚ Responsible to make HR Policies (Appointment letter, Disciplinary, Linen Attendant, Dress Code, Overtime Policy, Late Coming etc).
- ✚ Maintain the Attendance Time keeping Record, Payroll, Letters and Report Writing, Job Descriptions, SOPs, Planning and Monitoring, Filling and Documentation Work.
- ✚ Knowledge about E.O.B.I and SESSI Contribution.



HR cum Accounts Officer – January 2007 – October 2011

UMH is a 75 bedded hospital located in Hussainabad under the management of Okhai Memon Youth Services providing facilities to needy patients. It has different facilities i.e. OPD, hospitalization, Ultrasound, Operation Theatre, NICU, ICU and so on.

Key Achievements:

- ✦ Managed more than 200 personnel and all issues related with HR. Responsible to implement HR Policies with the coordination of HR Manager. Maintain the Attendance Time keeping Record, Payroll, Letters and Report Writing, Job Descriptions, SOPs, Planning and Monitoring, Filing and Documentation Work.
- ✦ Finalization of Income Statement and Balance Sheet. Complete grasp over financing activities.
- ✦ Maintain Purchase Register and Payable Ledger, all types of Payment and vouchers.
- ✦ Maintain Cash Book, Bank Reconciliation Statement, petty cash fund & Party Reconciliation.
- ✦ Experience in all kind of accounting works.