Nadeem Uddin 

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**Personal Statement:**

I am an individual experienced Human Resources Executive and has worked with the largest Bank of Pakistan and also has worked with renowned Importer and Supplier of HVAC-R & Fire Fighting equipment in Karachi with excellent academic background and accelerated achievements in professional career. I always passionate to excel in my field through hard work, research and skills with Business entity that add values and appraises competence and initiatives. Currently I am looking for challenging position to work for different Organization where I can utilize my valuable 37 years of Human Resources and administration experience with existing capabilities and knowledge in making the Organization to lead effectively and efficiently.

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**Professional Experience:**

**Fakhri Brothers:**

* **GM – Operations – (Jan 2019 to Apr 2019)**

**Habib Bank Limited (HBL):**

* **Senior Manager – HR Funds (2015 – till date)**
  + Provident Fund
  + Pension Fund
  + Benevolent Fund
* **Sr. Manager – Employees Relations (2010 – 2015)**
* Employees Benefits / Compensations / Hajj Balloting
* **Manager – Payroll (2000 – 2009)**
  + Salaries of 14,000 employees
  + Benefits & other rumen ration
  + Leave Management (ERP)
  + Costing
  + Reconciliation
* **Manager – HR Resourcing (1995 – 1999)**
  + HR Department Startup
  + Staff Recruitment & Retention
  + Employment Law
  + HR Policies & Procedures
  + Benefits Administration
  + Performance / Appraisal Management
* **Assistant Manager – HR Operations (1989 – 1994)**
  + Orientation & on Boarding
  + Verification of Documents
  + Management of Head Count
* **Assistant – HR Operations Staff Finances (1983 - 1988)**
  + Scrutiny of documents
  + Sanction of limits
  + Disbursement
* **Key Results:**
* Played a key role in the successful launch of Golden Shake Hand Schemes
  1. In 1997
  2. In 2005
* Structured and implemented programs and Policies in the area of training, Compensation structures, benefits packages, incentives and new employee orientation.
* Revised job descriptions across all level.
* Successful implementation of Oracle in HBL Funds Departments.
* Competency in HCM & HRIS Management.
* Implement Corporate Culture in Fakhri Brothers and restructure all departments’ in-line with modern techniques.

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* MBA (Finance) : 2006 (Hamdard University)
* General Banking Course at Islamabad 1994
* General Banking Course at Lahore 1996
* Certificate Course on "MS Office Program" 2010
* Certificate Course on "Motivation & Job Loyalty" 2011
* Certificate course on "Motivation & Loyalty" 2014
* Certificate Course on "Gender Diversity" 2016
* Certificate Course on " Human Resources Relationship" 2013
* **Computer Skill**s:
* Oracle Application of Human Resources & HCM, People Connect
* MS Office (Word, Excel, PowerPoint, Access, Outlook)
* **Experience:**

Rendered 37 years of service with the largest Bank of Pakistan.

**Bio-data:**

Date of Birth: January 5, 1960

Father Name: Mumtaz Uddin

CNIC # : 42201-0757071-7

Address: : House # FL - 3/16, Block # 3, Gulshan-e-Iqbal, Karachi.