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| **Waqar Obaid** |
| **POST GRADUATE CERTIFIED HR PROFESSIONAL** |
| Mobile: +92-322-2318790 |
| Email: [waqarobaid@gmail.com](mailto:waqarobaid@gmail.com) |
| C-22 Fariya Apartment II Scheme 33 Karachi |

OBJECTIVE

To obtain a progressive leading position in a dynamic environment within an established organization that would allow for personal growth, continuous learning and an opportunity to put my skills and abilities in great use.

PROFILE SUMMARY

Seasoned Human Resource Professional with a passion to lead, inspire and develop others. Strong business acumen and proven track record of successful HR programs execution. Strategic thinker with ability to achieve results while building relationship at all levels in the organization. Strong interpersonal skills with proven ability to communicate influence and motivate executive business partners, managers, teammates, cross functional group and individual to deliver business results. Genuine influencer with proven ability to translate HR initiatives to business vision.

CORE AREAS / SKILLS

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| HR Matrices | HR Policy & Process | Organization Development |
| Change Management | Employee Relations | Performance Management |
| Workforce Planning | Succession Planning | Talent Management |
| Career Development | System Designs | Employment Laws |
| HRIS Management | Recruitment/Selection | Payroll Management |
| HR Market Surveys | HR Budgeting | MS Office Automation |

QUALIFICATION

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| **ACADEMICS** | |  |  |  | | --- | --- | --- | | * **Master of Philosophy**   University of Karachi | **Batch 2017-2018** | **In Progress** | | Research Title: “Transformational Trends of HR Management towards Green HR Management: Comparative Study of Pharmaceutical, Textile and FMCG Industries in Pakistan” | | | |  |  |  | | * **Master in HRM (MHRM)**   University of Karachi | **1st Division** | **73%** | |  |  |  | | * **Bachelor of Science**   DJ Science College | **1st Division** | **63%** | |  |  |  | |
| **CERTIFICATION AND COURSES** | * **Post Graduate Certified Human Resource Professional (PGCHRP)**   NED Academy Collaboration with PIQC Institute of Quality 2020   * **Diploma in HRM**   From Allison (Free online Learning) 2015   * **Microsoft Office Automation**   From IQ Concept Pass Institute 2004 |

EXPERIENCE

**PATIENTS WELFARE ASSOCOATION**

[**www.pwa-chk.org.com**](http://www.pwa-chk.org.com) **phone: +9221-** **32735214**

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| Feb 2018 to Mar 2020 | **MANAGER HUMAN RESOURCE**   * Served as HR Lead and provide support to senior management during organizations restructuring. * Lead Key Human Resource initiatives (external Recruiting, Strategic Workforce Planning and employee engagement) required to establish new organizational units. * Accountable for execution of HR programs and processes across multiple entities including implementation of employee benefit plan, performance management, differentiation, employee classification redesign, diversity and talent management. * Responsible for established new HR Policies & procedure, SOPs and organizational structure. * Maintains the work structure by updating job requirements and job descriptions for all positions. * Preserved current knowledge of industry regulations and legislation to amend policies as needed and promote compliance. * Upheld optimal staffing levels by tracking vacancies and initiating recruitment and interview process to identify qualified candidates both internally and externally. * Devoted emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work to start immediately. * Established Performance Management System (PMS) and performance matrices and KPIs for all positions. . * Ensures planning, monitoring, and appraisal of employee; hearing and resolving employee grievances; counseling employees and supervisors. * Directed the final interviews for all level positions in organization. * Formulated duty rosters and all shifts 24/7. * Conduct exit interviews and employees full & final Settlements. |

**MATCO FOODS (PVT.) LIMITED**

[**www.matcorice.com**](http://www.matcorice.com) **phone: +9221-36315584, +9221-36323137**

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| April 2016 – July 2017 | **ASSISTANT MANAGER HR**   * Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes. * Assessment of job applicants and made hiring recommendations to bring in top candidates for key vacancies. * Established recruiting requirements by studying organization plans and objectives. * Payroll Administration, Compensation and Benefits, Training & Development, Recruitment/Selection and Employee Relations * Designed, developed and implemented new and/or existing HR policies. * Determines applicant requirements by studying job description and job qualifications. * Attracts applicants by placing job advertisements using newsgroups and job sites. * Developing & updating departmental organograms on need basis. * Communicated with potential hires to provide clarity on expected tasks, compensation and policies. * Developed succession plans and promotion path for all staff. * Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal counsel, supervisors and management * Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover. * Managing & updating the personnel record with EOBI & SESSI. * Management of all employees Gratuity and terminal benefits. * Conducted exit interview and employees full & final settlement. |

**OSMANI & COMPANY (PVT.) LIMITED**

**ISO-9001:2008 CERTIFIED (TECHNOLOGY DIVISION)**

[**www.osmani.com**](http://www.osmani.com) **phone: +9221-4546541-2**

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| Dec-2011 - April 2016 | **ASSISTANT MANAGER HR**   * Provided Human Resources services to managers and division heads, assisting them to achieve divisional goals and objectives through strategic people management * Administered payroll for 900 employees through Oracle based HRIS. * Established an open channel of communication enabling employees quick and easy access to information such as Benefits, Training and Development and opportunities for career advancement * Assessed current and future skills requirements and developed and implemented a competency- based performance management system linking pay to KPI metrics. * Created a training program to develop employees to meet both core and job competency gaps * Negotiated grievances and liaised with Workers Safely Insurance Board for claims processing and coordinating return to work program Project Staff Billing Management. * Assessing Performance Appraisal throughout the organization. * Preparing HR budgets as per the project needs * Coordination with insurance company w.r.t medical claim & insurance correspondence of employees as per policy & quarterly premium reports * Advertise staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments * Warnings & show cause notices * Participated in ISO Audit for Information Technology division. * Coordination with Pakistan Engineering Council (PEC) for the firm & professional engineers’ affiliation and record updating. * Preparation and designing of employee’s identity cards. * Managing employee’s data through MIS. * Managing & monitoring employee’s attendance management system. * Operating Harmony system for updating leaves, Loan status & different entries related to accounts. |

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| Sep-2010 - April 2011 | **ASSISTANT HR**   * Maintaining compensation, benefits and performance management system, health and safety and recreational programs record. * Personnel Record and CV data bank Management. * Interview scheduling and admin management. * Management of all Site Attendance * Scanning Personal Files to PDF (Soft Copy) * Prepared Daily Wages Salary. * Leave & Advance record Management. * Keep coordination with insurance company w.r.t Medical Claim. |

TRAINING AND SEMINARS

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|  | * One day Workshop on **“FRIP”** conducted by PWA. * Two Days session on **“Communication Etiquettes”** * One day Workshop on **“Team Building & Effectiveness”** conducted by Matco Foods * Training session on **“Advance Excel & Formulas”** conducted by Matco Foods * One day session on **“Human Resource Management”** conducted by SardarYasin Malik Professional Development Centre (University of Karachi) * One day session on **“Differentiate b/w Strategic HR & Traditional HR”** conducted by University of Karachi. |

REFERENCES

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|  | **REFERENCE NO. 01** Engr. M. Ahsan Siddique  Principal Engineer  M/s ProMag Group  Tel: 0345-6031356  [mahsan.siddique@yahoo.com](mailto:mahsan.siddique@yahoo.com) **REFERENCE NO. 02** Abrar Ahmed  Assistant Manager (SCM)  M/s Aisha Steel Mills  Tel: 0342-2409420  [ibraraahmed@gmail.com](mailto:ibraraahmed@gmail.com) **REFERENCE NO. 03** Ismail Ali  Assistant Manager IT  FPCCI  Tel: 03432157844  am.iss@fpcci.org.pk |