**CAREER SUMMARY:**

Senior Human Resource professional more than 08 years of HR experience across various sectors including Education, NGO/Healthcare, Recruitment Staffing Agency and FMCG. Demonstrable technical expertise in all areas of HR: Strategic HR Planning, Talent Acquisition, Employee relations, Compensation & Benefits, HRIS, Technology Integration, Performance Management, Legal Compliance, Team Engagement, HR Policy, Learning & Development, HR Shared Services, Organizational Development, Corporate Communication etc. Strong business acumen with MBA from a reputable university. Currently working for a FMCG as Manager HR responsible for the whole HR remit of Pakistan office.

**EDUCATION**

MBA (HR) 2014 [Institute of Business & Technology]

B.Com 2011 [Indus Institute of Higher Education]

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**CAREER DETAIL: -**

**XTeer Hyundai – Al Masood Group**

**13th Jan, 2020 to Present**

**Manager HR**

**Responsibilities:**

•Established the HR department from scratch, developed HR Policy Manual, policies and procedures, designed HR related forms.  
•Recruited and developed a strong team at every level ensuring the key positions are filled and departments are functioning as per the requirements.  
•Led the Recruitment agenda, ensuring that the recruitment is done as per the approved policy and procedure. Designed and developed JDs of all positions within the organizational hierarchy. Designed and developed a structured and transparent compensation system.

•Prepared and Submitted HR Budget to the Finance department.  
•Development performance management system.  
•Successfully processed the Monthly payroll, ensuring that all attendance records are pulled into the system correctly and all leaves are posted to avoid any errors. Prepared monthly reporting for Management for New Starters and Leavers and present analysis on Employee Turnover based on the Exit interview data.

**Mclean Intelligent Workforce – MIW**

**07th Dec, 2018 to Jan-2020**

**Manager HR**

**Responsibilities:**

•Responsible for developing recruitment policies and strategies in accordance with Company needs and objectives.

•Working with department heads on human capital requirements and ensure all slots filled with right talent at right time.

• Managed Employee Life Cycle Model; from Talent Acquisition to Talent Retention.

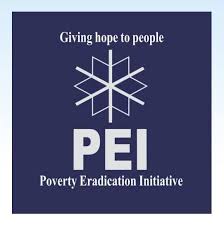
• Responsible for end to end recruitment i.e. job descriptions review, job advertisements, resource search, interview process, test assessment, offer management, verifications, onboarding, joining documentation, announcements, resignations, final settlements, exit interviews etc.  
• Responsible to manage HR Services Section by timely execution of offer, appointment, transfer, promotion and various other letters.

• Responsible for end to end employer branding project.

• Responsible for performance appraisals, increment cycle, salary survey, revision of increment policy.

• Responsible for Training Needs Analysis, Training Compliance Management & ROI.  
•Participate in weekly meeting with the department heads, offer best recruitment solutions as per company’s need and identify the best practice in order to smoothen the recruitment process.  
•Handle all the operational activities including payroll processing and bank activities of the employees.

• Formulated and execute HR Operations strategy towards making a culture of employee engagement and high performance. Ensured employees are fully trained and ready to meet their operational and strategic KPIs. Obtain assistance to close any skill gaps or procedure issues in coordination with OD department.  
• Effectively manage individual performance to drive results by implementing efficient work practices, tracking and monitoring key performance indicators, and establishing accountabilities of direct repartees.   
• Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.  
• Advised Managing Director on appropriate employee corrective actions, including disciplinary cases.  
• Worked with senior-level management to create fair and consistent HR policies and procedures, in line with company strategy and market norms.

**Poverty Eradication Initiative - PEI**

**Sindh Peoples Health Program (SPHP)**

**1st March, 2017 to 28-Feb-2019**

**Asst. Manager HR (Department Head)**

**(Reason of switched – Project End)**

**Key Attainments:**

•Part of the leadership team responsible for the execution of the project from inception.  
•Established the HR department from scratch, developed HR Policy Manual, policies and procedures, designed more than 10 HR related forms.  
•Recruited and developed a strong team at every level ensuring the key positions are filled and departments are functioning as per the Project requirements.  
•Led the Recruitment agenda involving hiring of more than 200 staff, ensuring that the recruitment is done as per the approved policy and procedure. Designed and developed JDs of all positions within the organizational hierarchy. Designed and developed a structured and transparent compensation system.

•Prepared and Submitted HR Budget to the Finance department.  
•Development performance management system and successfully completed the annual appraisal cycle of more than 200 staff.  
•Successfully processed the Monthly payroll, ensuring that all attendance records are pulled into the system correctly and all leaves are posted to avoid any errors. Prepared monthly reporting for Management for New Starters and Leavers and present analysis on Employee Turnover based on the Exit interview data.

**Responsibilities:**

* Orientation of newly hired staff members, working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures, Promoting equality and diversity as part of the culture of the organization and Liaising with a wide range of people involved in policy areas such as staff performance health and safety.
* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
* Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
* Training and Development of employees internally as well as through third parties. Providing leadership role in day-to-day operations of the HR functions and responsibilities.
* Maintaining employee data managing leave, attendance and ensuring that payroll of staff processed timely and accurately. Processing probationary evaluations and confirmations, processing employee separations.

**Institute of Business & Technology (I.B.T)**

**3rd January, 2013 to 28th Feb, 2017**

**Deputy Registrar – HR Operations/Lecturer:**

**Head of HR & Faculty Affairs**

**(Reason of switched – Better opportunity)**

**Responsibilities:**

* Recruitment process including creating job descriptions, posting positions, shortlisting, interviewing, negotiating and on boarding. Orientation of newly hired staff and faculty members.
* Training and Development of employees internally as well as through third parties.
* Providing leadership role in day-to-day operations of the HR functions and responsibilities.
* Maintaining employee data on HRIS. Managing leave and attendance on HRIS.
* Documentation related to bank letter, employment letters, etc.
* Ensuring that payroll for all staff and faculty are processed timely and accurately. Ensuring that supporting data (absences, leaves, etc.) for payroll are regularly and timely updated.
* Planning and execution of employee engagement events, Issuing and maintaining the record relating to disciplinary actions. Processing probationary evaluations and confirmations, processing employee separations.
* Maintaining HR presence on different social media channels including LinkedIn and Facebook. Any other duties assigned by supervisor.

**Mustang Security Services**

**Operations Assistant**

**4th December, 2012 to 1st January, 2013**

**International Textile Limited**

**Internee in Corporate Services Department**

**17th August, 2012 to 17th October, 2012**

**Dadex Eternit Limited**

**Management Trainee Officer -Finance**

**1st January 2012 to 27th July 2012**

**Internee**

**Treasury Department**

**27th September, 2011 to 31st December, 2011**

**Visiting Faculty:**

Sindh Institute of Management & Technology

25th April, 2017 to Dec, 2018 (Depends on courses availability)

ILMA University – Formerly IBT

01st March, 2017 to Dec, 2018 (Depends on Courses availability)

**Publications:**

1- INVESTIGATING THE ROLE OF MANAGER’S ATTITUDE FOR THE PERFORMANCE OF SUBORDINATES: A STUDY FOR COMPARISON BETWEEN BOSS AND A LEADER.

<https://www.ibt.edu.pk/qec/jbs/12.1/21.pdf>

**2- Analysis of role of Advertising on gaining Customer Satisfaction: an study based on Paint Industry of Pakistan.**

[**http://www.ijmsbr.com/category/volume-5-issue-2/**](http://www.ijmsbr.com/category/volume-5-issue-2/)

3- E-Recruitment Transforming the Dimensions of Online Job Seeking: A case of Pakistan.

[**http://www.macrothink.org/journal/index.php/ijhrs/article/view/6161**](http://www.macrothink.org/journal/index.php/ijhrs/article/view/6161)

**Awards**

Employee of the Month at IBT

Division of the Month at IBT

**Certifications**

Web Designing certification from NAVTEC Program Islamabad.

English Language form University of Karachi.

**Personal Information**

Father Name Syed Sabir Ali Warsi

CNIC 42501-3305924-7

Nationality Pakistani

Date of Birth 10th June, 1989

Address A-96 Zehra Nagar Sec-38/A, Sch-33, Karachi, Pakistan.

**Extra-Curricular Activities**

Experience of organizing different Events like Job Fairs, Basant Festivals, Seminars and workshops.

Attended many research bases workshops and seminars of local universities and HEC

Experience of arranging many seminars, workshops & events.

**Reference**

Reference will be furnished upon demand.