**MUHAMMAD DANISH SIDDIQUI**

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**PROFILE**

A self-driven, highly motivated, and results-focused HR professional having 13+ years of experience in all the areas of HR specially Talent Acquisition, Compensation, Learning & Development, Succession Planning, Cost Rationalization, Employee Relations, HR Operations seeking a management position in a highly challenging yet rewarding organization to add value.

**PROFESSIONAL EXPERIENCE**

**UNITED MARINE AGENCIES (PVT.) LTD.**

**Manager Human Resource Oct 2017 – Present**

**Deputy Manager Human Resource Aug 2015 – Sep 2017**

* Established an impressive record of achievement and function advancement through series of progressive initiatives.
* Succession planning of Customer Services & Facilitation Department after studying the SOPs and JDs of staff and advised the process reengineering and effective utilization of manpower.
* Successful implementation of HRIS that helped management in getting the required information on timely basis.
* Redesigned SOPs of HR and model of interdepartmental coordination.

**Kings Apparel Industries (Pvt.) Ltd.**

**Manager Human Resource (HR Head) Nov 2012 – Dec 2014**

* Implementation of HRIS (Modules: Personal Information, Time Attendance, Leaves, Payroll, and Reports).
* Time and motion studies for different units of production department and reduced time wastages and increased production efficiency.
* Conversion of gratuity policy to provident fund.
* Initiation and implementation of complete performance management system on forced distribution method.
* Ensured policy implementation and compliance to labor laws of Pakistan.

**Avery Dennison Pakistan – Paxar**

**Senior Executive Human Resource Oct 2010 – Sep 2012**

* Designed and implemented skill matrix in all the departments and presented gap analysis to the management on the basis of trait-based chart (TNA method).
* Organized workshops for coaching and mentoring and participated as a Trainer.
* Designed and implemented different policies/SOP for the improvement of system and process like gratuity policy, hospitalization/OPD, learning & development, time attendance, annual bonus etc.
* Prepared Labor law manual for the identification of necessary laws to follow to run a factory setup.
* Conducted employee satisfaction survey according to Hay designed questionnaire and drawn analysis.

**Independent Media Corporation (Pvt.) Ltd. (Geo TV Network)**

**Senior Human Resource Officer Aug 2008 – Oct 2010**

* Allocation of technical resources in terms of manpower, machines and projects for the assigned Business Unit.
* Completion of multidimensional feedback. This includes traits identification for more than 15 job families.
* Played imperative role in cost rationalization project.
* Conducted salary survey for technical department.
* Prepared job descriptions for most of the designations up to senior manager level and derive KPI(s).
* Prepared organogram of technical department.

**International Power Global Development Limited (Hub Power Station)**

**Management Trainee HR Jun 2006 – Jul 2008**

* Prepared an Induction Booklet for International Power.
* Successfully arranged assessment center for different technical and managerial positions.
* Organized employees’ data for group health insurance.
* Updated Oracles based system of HRMS in terms of employees’ personal information, salary, and employment history.
* Updated skill matrix (competency chart) of employees.

**Efroze Chemical Industries (Pvt.) Ltd.**

**Human Resource Executive Oct 2005 – Jun 2006**

* Publication of Bi-yearly newsletter “Image”.
* Conducted performance appraisal of field force staff.
* Organized a cricket tournament for field force and head office staff.

**SCHOLASTICS**

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| **SM Law College, Karachi** | LLB – Labor Laws | **Aug 2008 – Aug 2011** |
| **Karachi University** | MPA (Human Resource) | **Jan 2005 – Dec 2005** |
| **Karachi University** | BPA (Hons.) | **Jan 2002 – Dec 2004** |
| **DJ Sindh Govt. Science College** | Intermediate (Pre-Eng.) | **Aug 1999 – Aug 2001** |
| **Falconhouse Grammar School** | Matriculation (Computer) | **Aug 1998 – Aug 1999** |

**INTERESTS**

* Watch & play cricket, chess, physical training, mixed martial arts, golf etc.