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Certifications   * Certified SPHRi™/ HRMP® from HRCI-USA in Mar-16(Valid upto December 2021) * Certified SCP℠ from SHRM (Society for Human Resource Management) in Aug-15 valid upto December 2019. * Certified Compensation & Benefits Manager from Carlton Advanced Management Institute-USA   Educational Qualifications   * MS (HR) from SZABIST (Continue) * MBA from Karachi University in 2007. * B.com from City College Karachi in 2002 * Intermediate from Govt. Islamia College, Karachi in 1999  |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | *Experience*  SINA-Primary Healthcare (Oct-19 to date)  Manager HR (HR-Head) (Reporting to COO) (Oct-19 to date)  **Recruitment & Selection activities**  Played a vital role in senior level recruitment specially in hiring of senior doctors, Head of Nursing, Public Health & Marketing Professionals  **Labor & Legal Compliance**  Looking after compliance of two labor cases with the legal advisor  Led two Investigation Inquiries successfully and ensure internal compliance for legal issues.  **Performance Appraisal.**  Lead whole Performance Appraisal cycle with due compliance global Performance Manage System.  **Compensation & Benefits**  Ensuring Timely disbursement of Payroll with all due compliance  **HR System, Policies & Manuals**  Reviewed & Updated Recruitment & Attendance Policies & Introduced Whistle Blowing Policy  Development of HR Manual, Forms & SOPs is in Process  SHIRAZI TRADING(ATLAS GROUP)(Nov-07 to Sep-19)Description: geDescription: canonDescription: Honda_Power  Assistant Manager HR (HR Lead) (Jul-16 to Sep-19)  HR Business Partner (Sep-08 to Jun-16)  Reward & Compensation Specialist (Nov-07 to Jun-08)  **Workforce Planning & Recruitment**   * Devised the recruitment and staffing framework, enabling the organization to incorporate best practices to staff positions with quality resources with focus on efficiency, reduction of lead time in recruitment process and strengthen the overall recruitment and assessment framework. * Done Business Partnering with Line Managers & Zonal Heads, aligning HR strategy with business strategy, analyzing future business requirement related to HR. * Developed recruitment strategy to fulfill future human capital requirement * Managing all compliance related to Outsourced/Contractual Employees   **Performance Management**   * BSC Implementation from Organizational level to Individual Level. * Administered & managed the organization wide performance management from planning to review on yearly basis. * Ensured yearly target are set in line Organization future goals and done an efficient workforce planning to meet the human capital needs and make respective provision * Enabled appraisers & appraisees to perform PA activities including self-appraisal, appraisal meeting, promotions criteria’s, Bell Curve. * Enhanced employees understanding through conducted session on “Performance Management & Objective” and clarified organization expectation Performance Management.   **HR Systems, Policies & Budgets**   * Formulated & Proposed changes and improvements in HR policies and proposed to Management. * Advised the implementation of procedures and controls of HR activities so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service. * Ensure affective utilization of HRMS System ensuring compliance of all organizational policies, entitlement & control providing comprehensive MIS system * Prepared and recommend the Budgets for Manpower, Training & Compensation & Benefit budget by conducting analysis, considering business requirements and HR strategy.   **Job Analysis & Evaluation**   * Done Pre-evaluation of identified jobs & coordinated with Job Evaluation Committee for final evaluation with finding and observation. * Facilitated and Coordinated with HR Head and Job Evaluation Committee during the Job evaluation meetings and discussion.   **HR Dashboards & Analytics**   * Ensuring a productive HR reporting systems, including trend analysis, key HR Metrics & Comparative analysis * Managing & Administration HR Dashboards in ERP systems & ensure timely and accurate feedback   **Total Rewards/Surveys/Benefits Management**   * Managed the processing and administration of Salary & Benefits, Travelling & Final Settlement, Bonuses, PF & Gratuity * Designed and developed market competitive Reward structure that must be internally and externally equitable. * Designed and developed market competitive Reward structure that must be internally and externally equitable. * Facilitate and conduct Compensation Survey internally and externally in order to study the market reward levels and recommend the rectification of material shortfalls in the reward structure which impact the recruitment and retention strategy. * Developed a comprehensive Incentive System (Pay for Performance) in place of the traditional Bonus system. * Participated in, conducted and purchased surveys in order to study the market reward levels and to ensure organization compensation objectives are achieved   **HRIS & Payroll System**   * Successfully Implemented HR, Payroll, Performance Management, Leave Management, Attendance Systems covering all organizational policies, requirements & control with the provision of comprehensive MIS. * Ensure effective and dynamic HRIS systems that can offer HR Analytics, Key Insights and Trend Analysis for Management’s decision making. * Responsible for an updated system that can progress as per compensation benefit policies in compliance with government. Regulations. * Developed HR dashboards and a comprehensive MIS system which provide an efficient reporting tool for management   **Legal, Statuary & System Compliance**   * Ensured All compensation policies and practices are legally compliant and meeting all legal requirements. * Effectively handled legal issues and compliances related to Labor Court, ESSI, EOABI, PEC, Income Tax etc. * Proactively coordinated with legal advisor regarding any changes in labor and government resolution or to resolve any legal issues timely and effectively. * Facilitated in Successful completion of ISO 9001:2015 Certificate Transition & Renewal Audit and its compliance.   Finance Officer in Dadabhoy Cement -Dadabhoy Group (Jan-07 to Oct-07)  Assistant-Finance in Soorty Enterprises  (Mar-04 to Feb-06)  Asst. Accounts Officer in Kings Apparel (Jan-03 to Feb-04)    Training/Workshop Attended (Major)   * **Balance Scorecard** from IBA , Karachi * **HAY Job Evaluation** Method & effective Grading Structure from PSTD ment Fund * **Certified Compensation & Benefit Manager** from Carlton Advanced Management-USA * Boosting EQ (Emotional Quotient) for high performance * Advanced Excel   Computer Proficiency   * Oracle HRMS, Core HR, Payroll, Performance Management Module, Time Management Systems, Leave Management System * Advanced Excel (Lookups, Pivot Table, Data Sorting, analyzing, matching, Indexing Advance Formatting etc) * MS Office (Excel/Word/Power Point)0s) and Leave Management Systems   Key Strengths   * High Analytical thinking, problem-solving capability & negotiating skills with innovative thinking and proactive approach, high adaptability to change. Attention to detail and Team building skills, Excellent planning and Project management skills |  | | | | |  | |  | |  | | | | |
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