Dr. Rashid Ali Baloch

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# HR & IR Credentials

* **Certified Human Resources Professional (CHRP);** certified by NED University and PIQC (Pakistan Institute of Quality Control0, Karachi with offering a 12 - years HR career distinguished by commended performance and proven results.
* **Organizational Psychologist & Human Behavioral Researcher;** studied and researched on Human Behavior and Organization’s psychology in manufacturing and service oriented organizations
* **Extensive background in HR & General Administration**; including experience in employee recruitment and retention, staff development, mediation / conflict resolution, benefits and compensation, Office management, HR policies development and legal compliances issues inclusive of administration of CSR.
* **Demonstrated success in negotiating win-win compromises;** developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports
* **Management’s Advocate;** Being a law graduate, practiced & representing Management in several matters and cases at various courts, Govt. Offices and forums, specialized in Labour laws, Environmental laws, Sugarcane laws and General

Membership

1. **Chairman :** Institute Management Committee for Government Monotechnic Institute Tando Allahyar

2. **Chairman :** Social Awareness & Assistance Forum (Welfare Organization) ® NGO

3. **Member** : Philanthropist Forum of NCHD (National Commission of Human Development).

4.. **Member** : Pakistan Society of Sugarcane Technologists

5. **Advocate :** Registered Member of Sindh Bar Council, Pakistan / Mirpurkhas Bar Council.

6. **Ex.** **Member SHRM :** Society for Human Resource Management, Virginia, USA. *(Membership needs renewal)*

## Research and Publications

1**. Author :** First Book on Human Resource Management ever written in Urdu language

2. **Author :** The Industrial Referee, the Book on Management of Industrial Relations

3. **Articles :** Slack resources, Ergonomics, Union & Industrial Fright etc published in International & Local journal

4. **Dissertation :** Career Choices & Selection and recruitment processes in key service industries

Education

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| 1. **PhD** : 2015 (Public Administration)   1. **LLB** : 2004 (Specialty in labor & Environmental laws) 2. **EMBA**  : 2002 (Human Resource)   4. **MA** : 1996 (Economics)  5. **BA** : 1994 (Economics) |

Professional Experience as HOD (Total Experian 29 years as on 30/12/2016)

1. **Hasham Group** : **General Manager – HR & Administration (HOD)**

Mehran Sugar Mills *From October 07 – To date*

2. **Avari Hotels International**  : **Human Resource Manager (HOD)**

Avari Towers, Karachi, *From February 06 – October 07*

3. **Dewan Group** : **Admin Manager (HOD)**

Bawany Sugar Mills, *From September 04 – August 05*

4. **Hasham Group**  : **HR & Admin Manager** **(HOD)**

Mehran Sugar Mills, *From August 1998 – September 04*

HR Skills

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| HR Department Startup  Employment Rule  Mediation & Advocacy  HRIS Technologies(Inventory oriented)  Decision making | Staff Recruitment & Retention  Employee Relations  Conflict Resolution  Benefits Administration  HR Feedback Surveys | Orientation & On-Boarding  Training & Development  Performance Management  Organizational Development  HR Policies & Procedures |

Expertise, Skills, Practical Work & Responsibilities

**1. PERFORMANCE MANAGEMENT:** Clear performance goals according to G.R.O.W and SMART models, proper delegation, coaching and feedback supported by the routine performance appraisal system and to give authority down the level in order to wring out maximum productivity from the available employee’s population. Implemented training and development programs for future talent in alignment with goals and objectives of the department and organization. Initiated and devised progressive disciplinary proceedings with assurance so that those proper grievance-handling methodologies are observed.

**2.** QUALITY MANAGEMENT & ORGANIZATIONAL DEVELOPMENT: Being a procedure owner of quality manual in the certification of ISO: 9001:2008 & personal interest in applied emotional intelligence and ergonomics; applicant has sufficient knowledge about latest Quality Management Techniques & Tools. I succeeded in creating a congenial & trustworthy corporate culture, conflict resolutions in the organizations to promote a harmonious relationship from the top management to the worker. I also handled administrative procurements and contractual affairs to the tune of eight million for huge number of employees.

**3.** SELECTION & RECRUITMENT:Operating and opening of selection and recruitment windows for potential employees. Assessing & calibrating their capabilities for current and future growth / appointments. To facilitate and foster a performance-oriented organization’s culture in employees and promoted trust through transparent HR practices & processes; making sure that new employees have positive mindset and attitude. Creating Questionnaire (Open & close ended on likert’s scale style for rating & research), Tests (psychological and physiological), surveys (Random & snowball chain sampling methodologies) to asses employment & educational trends. In addition, PhD scholar of Students’ Career Choices and Selection and recruitment processes in service industry of Pakistan.

**4.** IR & LEGAL:Labour – Management accommodation to ensure effective grievance handling, I have experience and interpersonal skills to resolve the industrial, social & compliance issues in an amicable & peaceful manner. I have hands on experience of handling CBA’s industrial disputes, attending labour, NIRC, & High courts along with preparation of Management’s Charter of Demands. Successfully managed EOBI, SESSI, Market Committee, Apprenticeship and Labour laws requirements / affairs and compensational liabilities issues, also adds to my credit. I have special expertise in negotiation between Union and Management on their charter of demands and grievances handling. I have command on drafting the Management’s charter of demands, agreements, contracts and chalking out the policies and procedures for restructuring.

## Professional Qualifications & Courses

1. Designed & Implemented HR manual for Hasham Group & Dewan Group
2. Designed & Implemented Recruitment & Selection Procedures for Avari Hotels
3. Designed & Implemented Performance Management Criterion (KPIs) Procedures for MSML
4. Designed & Implemented Disciplinary Procedures for MSML
5. Designed & Implemented Right Sizing Principles (Lay off Techniques) for MSML
6. Multiple courses on Civil Defence, Environment and Safety
7. Attended seminars on Management, Planning for higher productivity and communication skills from EDC network
8. Successfully qualified Courses on ISO 9001:2008 & Quality Standards and Internal Audits; Designated Management Representative
9. Participated in different workshops, seminars on TQM & Managerial Skill, Conducted by Karachi University
10. Participated in many Seminars on HRM & Labour-Managementaccommodation, conducted by Karachi

University, PIMS, EFP, Labour law monthly, etc

1. Workshop on Environmental Protection and self Monitoring Procedures organized by EPA (Environmental Protection Agency Pakistan)
2. Business Etiquette Course from Etiquette & Protocol House; Jasmin Dibsi, Dubai
3. Course on fraudulent document detection from Dubai & Computer MS- Word, PowerPoint, In-page, web research etc
4. Successfully qualified short courses on new tools of Quality Management conducted by National Productivity Organization

## Training And Teaching

Delivered and conducted more than fifty seminars and lectures on HR / Management / Industrial Relations/ Negotiations Skills/ Human Factors and productivity / capacity enhancement subjects in HIT (Hasham Institute of Technology) PITHM (Pakistan Institute of Tourism & Hotel Management), Sugar Mills of province of Central and Southern Punjab, Avari Towers and Beach Luxury Hotels. *Brief description of TRG stated as hereunder and on page # 4.*

## Brief on Seminars / Lectures Conducted

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| N | Subject | Attnd’ By | Date | Venue |
| 1 | Introduction to Industrial Relations Skills | 33 | 24/2/1999 | Hasham Institute of Technology at MSML |
| 2 | Attitude, knowledge and Skills; Problems & Solutions | 29 | 24/2/1999 | Hasham Institute of Technology at MSML |
| 3 | Bring into play communication Skills in the Sugar Factory | 42 | 1-2/3/2000 | Hasham Institute of Technology at MSML |
| 4 | **Concept & Confederations in OD (Urdu)** | 24 | 27/3/2000 | Hasham Institute of Technology at MSML |
| 5 | Progressive Disciplinary Actions; An Enquiry proceedings | 44 | 2/8/2001 | Hasham Institute of Technology at MSML |
| 6 | **Effective Management Skills (Urdu)** | 33 | 11/9/2001 | Hasham Institute of Technology at MSML |
| 7 | Teamwork, Communication and attitude | 42 | 23/11/2001 | Hasham Institute of Technology at MSML |
| 8 | **Fieldman Motivational Training (Sindhi & Urdu)** | 20 | 28/11/2001 | Hasham Institute of Technology at MSML |
| 9 | The effective Appraisal feedback | 38 | 5/1/2002 | Hasham Institute of Technology at MSML |
| 10 | **Motivation & Attraction (Urdu)** | 40 | 22/3/2002 | Hasham Institute of Technology at MSML |
| 11 | Career Development Mechanism | 19 | 11/5/2002 | Mehran Sugar Mills Limited Tando Allahyar |
| 12 | Bright Aspects of Leadership in Sugar Industry | 30 | 24/6/2002 | Mehran Sugar Mills Limited Tando Allahyar |
| 13 | Health & Safety at Mechanical Workplaces | 27 | 3/8/2002 | Mehran Sugar Mills Limited Tando Allahyar |
| 14 | Basic Concepts of Compensation Administration | 32 | 8/9/2002 | Mehran Sugar Mills Limited Tando Allahyar |
| 15 | Maintaining Industrial Relations; win-win approach | 36 | 12/12/2002 | Mehran Sugar Mills Limited Tando Allahyar |
| 16 | New Ideas on Human Resource Management | 32 | 2/2/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 17 | **Islamic Perspective of HRM (Sindhi & Urdu)** | **22** | **18/4/2003** | Mirpur khas Bar Council, Hyderabad |
| 18 | HR partner of the Organization & Management | 32 | 2/5/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 19 | HRM & Development: Objectives & Responsibilities | 22 | 23/5/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 20 | Job Designing & Participatory Management | 23 | 8/7/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 21 | **Human Resource Planning (Urdu)** | 34 | 2/9/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 22 | Training: Train the Trainer concepts | 28 | 18/10/2003 | Talhar Sugar Mills Limited Talhar |
| 23 | Management & Organization Development | 23 | 12/11/2003 | Mehran Sugar Mills Limited Tando Allahyar |
| 24 | **Employee & Employment Principles (Urdu)** | 22 | 7/2/2004 | Dewan Sugar Mills Limited Sajawal |
| 25 | **History of Industrial Relations (Urdu)** | 34 | 24/2/2004 | Mehran Sugar Mills Limited Tando Allahyar |
| 26 | Human Capital or Labour Power | 38 | 16/4/2004 | Mehran Sugar Mills Limited Tando Allahyar |
| 27 | **Making And Dissolution of Unions (Urdu)** | 30 | 29/4/2004 | Talhar Sugar Mills Limited Talhar |
| 28 | **Negotiations Techniques (Urdu)** | 33 | 9/5/2004 | Mehran Sugar Mills Limited Tando Allahyar |
| 28 | **Collective Bargaining and Agreements (Urdu)** | 25 | 12/6/2004 | Mehran Sugar Mills Limited Tando Allahyar |
| 30 | The Contract: Drafting of effective Contract | 29 | 16/6/2004 | Hasham Institute of Technology at MSML |
| 31 | **Pressure Tactics by the CBA & Management (Urdu)** | 31 | 18/8/2004 | Hasham Institute of Technology at MSML |
| 32 | The Social Justice and Responsibilities | 36 | 29/1/2005 | Dewan Sugar Mills Limited Talhar |
| 33 | Discipline & Disciplinary Actions in the Organization | 23 | 17/2/2005 | Talhar Sugar Mills Limited Talhar |
| 34 | Effective Departmental Inquiry Procedures (Urdu) | 20 | 22/3/2005 | Avari Towers Karachi |

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| 35 | Termination of Employment: Rules, tips and trends | 22 | 28/4/2005 | Talhar Sugar Mills Limited Talhar |
| 36 | Managing Human Resources with communication | 31 | 3/6/2005 | Avari Towers Karachi |
| 37 | Human Performance Technology | 29 | 6/9/2005 | Beach Luxury Hotel Karachi |
| 38 | Introduction to HRM | 32 | 22/10/2005 | Pakistan Institute of Tourism & Hotel Management, Clifton, Karachi |
| 39 | Selection & Recruitment Methods and Considerations | 32 | 24/10/2005 | Pakistan Institute of Tourism & Hotel Management, Clifton, Karachi |
| 40 | Career Improvement Decisions | 32 | 12/11/2005 | Pakistan Institute of Tourism & Hotel Management, Clifton, Karachi |
| 41 | Human Resource Auditing | 23 | 29/11/2005 | Beach Luxury Hotel Karachi |
| 42 | HRM in Hotel Industry | 35 | 17/1/2006 | Avari Towers Karachi |
| 43 | F&B staff motivational tools (Urdu) | 22 | 15/2/2006 | Beach Luxury Hotel Karachi |
| 44 | Making of effective immediate Decisions (Urdu) | 32 | 7/3/2006 | Beach Luxury Hotel Karachi |
| 45 | Managing Employees WE (by Welfare & Entertainment) | 19 | 11/4/2006 | Avari Towers Karachi |
| 46 | Leadership contact & Essentials (Urdu) | 28 | 17/8/2010 | Mehran Sugar Mills Tando Allahyar |
| 47 | Managing Teamwork with Individualism | 380 | 13/8/2011 | PSST – Convention Lahore |
| 48 | Employee, employer and organization relationship: Humanistic Approach (Urdu) | 51 | 19/ 10/2011 | Shahtaj Sugar Mills, Mandi Bahudin, Punjab |
| 49 | Employee, employer and organization relationship: Humanistic Approach (Urdu & English) | 40 | 19/ 10/2011 | Shakargunj Sugar Mills, (BHONE) Punjab |
| 50 | Employee, employer and organization relationship: Humanistic Approach (Urdu) | 42 | 20/10/2011 | Shakargunj Sugar Mills, (JHUNG) Punjab |
| 51 | The Impact of Superordinate’s Commitment on Subordinate’s Performance | 310 | 4/9/2012 | PSST – Convention Karachi |
| 52 | Talent retention, approaches are only determinants  for the capacity improvement in Pakistan Sugar Mills | 366 | 09/9/2013 | PSST – Convention Islamabad |
| 53 | The retirement sensitivity: myopic act or planned activity of an organization? | 411 | 8/9/2014 | PSST – Convention Lahore |
| 54 | Organizational Obscurantism: Synthesizing Prosocial Lies With Interpersonal Relationship At Workplace | 432 | 10/9/2016 | PSST – Convention Lahore |

**Countries Visited.**

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| 1. CHINA | 2. IRAN | 3. KSA | 4. MALAYSIA |
| 5. RUSSIA | 6. SINGAPORE | 7. THAILAND | 8. UAE |

**Languages Proficiency**

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| Languages | Speak | | | Write | | | Read | | | Understand | | |
| **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** |
| English |  | √ |  | √ |  |  | √ |  |  |  | √ |  |
| Urdu | √ |  |  | √ |  |  | √ |  |  | √ |  |  |
| Sindhi |  | √ |  |  | √ |  |  | √ |  |  | √ |  |
| Punjabi |  | √ |  |  | √ |  |  | √ |  | √ |  |  |