

# **ADNAN KHAN**

Village and P/O Muhallah Nokhel Mullzai

District Peshawar

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DOB: 25<sup>th</sup> March, 1989

**\*Please contact me via my email, there are no signals in the basement, where my office is.**

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## **Professional Profile:**

Human Resources and General Administration professional with over 12 years of generalist experience. MBA (HRM) having experience in Human Resources including recruitment, Organizational Development, Behavior Change Management, Processes Harmonization, Performance Management, HR Budgeting, Employee Engagement, Employee Relations, Compensation & Benefits, and Learning & Development

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### **Areas of Expertise:**

Recruitment & Selection: Compensation & Benefits HR Budgeting / Forecasting:  
Employee Relations HR Operations Management: Labor / Employment Law  
Employee Retention: HRMIS Development ISO Certification

### **Professional Skills:**

Interviewing: Negotiation Conflict Management: Leadership  
Decision Making & Problem-Solving System Designing & Development Employee  
Motivation & Team Player Employee Relations / Team Building

### **Education:**

#### **MBA (1.5) HRM**

From Peshawar University CGPA. 3.23

#### **BBA (Hons) HRM**

**From:** Peshawar University

**Division:** 1<sup>st</sup>

Marks: 2722

#### **B.A**

2009 -2011

Major Subjects:

Advance Urdu Islamic Studies

From Peshawar University

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### **Professional Qualification**

#### **Diploma in Human Resources Management**

**2013 -2014**

Skill Development Council Lahore, Grade:

A

#### **Diploma in Information Technology**

2010 – 2011

Skill Development Council Lahore, Grade:

A

#### **Diploma in English Language**

2009-2010

S.D.O. Kabul English Language Center

Grade: C+

**Organization:** Khwendo Kor (KK) National NGO

**Designation:** Manager HR & Admin (UNHCR & UNW Funded Project)

**Tenure:** 20<sup>th</sup> February, 2024 till date

- Implement HR policies and procedures to ensure compliance and promote a positive work environment.
- Manage the recruitment and onboarding process, including job postings, candidate screening, interviewing, and orientation.
- Oversee payroll and benefits administration, including managing employee records and resolving payroll-related issues.
- Handle employee relations matters, including conflict resolution, performance management, and disciplinary actions.
- Coordinate training and development initiatives to enhance employee skills and performance.
- Manage general administrative functions, including office management, and facilities maintenance.
- Ensure compliance with labor laws and regulations.
- Monitoring & Evaluation
- Prepare reports and analyze HR metrics to inform decision-making.
- Collaborate with cross-functional teams to support organizational goals and initiatives.

**Organization:** CHIP Training and Consulting (CTC)

**Designation:** Project HR Officer (WHO Funded Project)

**Tenure:** 4<sup>th</sup> December, 2023 to 19<sup>th</sup> February, 2024

**Reason for leaving:** *contract ended*

- Recruitment & Selection
- Attendance & Leave Management
- Payroll and Time Keeping
- Training & Development
- Performance Appraisal & Appraisal Management
- Monitoring & Evaluation
- Employee Relation

**Company:** Trans-Continental Pharma (PVT) LT D. & Mercy Health Foundation (NGO).

The KPK's largest Hospital Management & Health Care Services Company. Provides dedicated Consulting and Hospital solutions. <https://tcphealth.pk/>

Trans-Continental Pharma (PVT) LTD. TCP is a Hospital Management & Healthcare services Organization that has been Managing Health Facilities in the Merged Districts under Public Private Partnership (PPP) with the Health Department, Govt of Khyber Pakhtunkhwa. TCP is committed to having a comprehensive and leading presence across the entire healthcare space primary, secondary and tertiary care, hospital & pharmacy operations, health insurance, healthcare consulting, health informatics, Human Resources & Financial management system.

**Position:** Manager Human Resources & Admin

**Tenure:** 9<sup>th</sup> February, 2022 to 3<sup>rd</sup> December, 2023

**Reason for leaving:** *Govt fund issues*

- Formulate and execute HR strategies and initiatives that are in line with the overall business strategy of PPP Model Hospitals.
- Recruitment and selection of all levels, Consultants, Paramedic staff, and, administrative staff.
- Attending various types of meetings, (HMC) Hospital Review Committee (HRC) Hospital and

DAC.

- Time Keeping and Attendance Management and Payroll Management.
- Bridge management and employee relations by addressing demands, grievances, and other issues.
- Helped in establishing the newly awarded hospital in the Merged Districts in EOI, Recruitment, surveys, operationalization, and restructuring.
- Preparing various types of data/documentation for various stakeholders i.e. Health Foundation of Govt KP Health Department KP and Sehat Sahulat Program KP Govt,
- Overseeing Recruitment and selection process and preparing Sops and JDs and Payroll of field hospitals from Head Office (PMU TCP).
- Preparing various types of reports for stakeholders i.e. QPR, Monthly Report and HR Data.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the field hospitals in the light of organization needs.
- Oversee and manage a performance appraisal system that drives high performance.
- Drafting proposals for new projects bidding and Preparing bidding documentation for projects
- Conducting different types of surveys in the newly merged districts.
- Processing & Assisting Disciplinary process (EDR) and Training & Development
- Employee onboarding & Documentation and EOBI & Employee Insurance.

**Worked in Muhammad College of Medicine Peshawar as Manager Human Resources from May 2023 to September, 2023. (Assignment based contract).**

- Recruitment
- Payroll and time-keeping
- Faculty Registration and documentation
- Correspondence with PMDC & KUM
- Preparing JDs and SOPs



**Company: ALLIANCE HEALTHCARE (PVT) LT D.**

**Projects:** Northwest General Hospital & Research Centre Peshawar & NwSM (Projects of AHL)

**Position:** Assistant Manager HR & Admin

**Tenure:** 1<sup>st</sup> October 2019 - till 8<sup>th</sup> February, 2022

- Managing the process and implementation of the following:
- Payroll, employee benefits, employee incentives, retention, turnover, recruitment, safety & training, and development.
- Recruitment and selection of all levels, Paramedic staff, teaching faculty, and, administrative staff.
- Create formulating salary structure and benefits of (AHL Projects)
- Helped in establishing the Medical College of Northwest General Hospital.
- Prepare various HR data /documentation for the Pakistan Medical & Dental Council inspection according to Medical and Dental Council standards guidelines
- Helped in establishing Northwest Institute of Health Sciences by preparing HR documentation and addressing deficiencies according to the Khyber Medical University and Higher Education Commission criteria.
- Led the Recruitment Process of newly established projects of Northwest General Hospital & RC, Nwsm, NwHIS, and NwTH according to PMDC & HEC rules and faculty criteria.
- Member of HR Promotion Committee and involved in faculty and general staff promotion cases as per promotion policy and criteria.
- Prepared various compensation reports for the Director HR/CEO/Chairman of the company for financial decisions.

- General compensation knowledge and knowledge of compliance with state and federal laws that apply to the industry and develop external relationships and networks with Labour Dept.
- Ensure competitive relationships and be up to date with compensation trends and practices to facilitate employees and their dependents according to Labour Laws and Labour benefits.
- Streamline the disciplinary process for compliance with Government legislation under Khyber-Pakhtunkhwa Industrial and Commercial Employment (Standing Orders) Act, 2013 and updating salary structure according to the market trend and manage Personnel records
- Processing & Assisting the Disciplinary process (EDR) and maintaining and updating Time Sheets and rosters for the payroll process.
- Education & Experience verification of new inductions

**Project:** Northwest General Hospital & Research Centre Peshawar & NWIHS (Projects of AHL)

**Position:** Senior HR Officer / HR – Coordinator

**Tenure:** 07<sup>th</sup> February 2017, till 30<sup>th</sup> September 2019

- HR Budgeting and Salary Structuring & Document verification & Reference check of new starters, PNC & PMDC verification of Medical Services Staff.
- Corresponding with various authorities i.e. KMU, PMDC & KPK Health faculty
- Faculty Recruitment and Payroll.
- Dealing Faculty Promotions cases and EOBI and ESSI cases.
- Implemented effective HR policies to ensure all practices are in compliance with labour and employment regulations.
- Managing the process and implementation of the following: payroll, employee benefits, incentives, retention, turnover, recruitment, safety, training, and development.
- Ensure timely delivery of accurate data, documentation, and information to Senior Management for decision-making.
- Drafting and issuing employees' Contracts letters.
- Formulating Final Settlement and exit file record.

**Projects:** Northwest General Hospital & Research Centre Peshawar, Nwsm, and NwlHS (Projects of ALH).

**Position:** HR Officer

**Tenure:** 13<sup>th</sup> October 2014, till 06<sup>th</sup> February 2017

- Making Salary Notifications and employees' final settlements and maintaining their files.
- Checking attendance and timekeeping and leave records in HMIS.
- Providing all general support of HR functions and resolving employees' queries related to Payroll and Duties.
- Making Job Advertisements and recruitment as per rules in vogue.
- Arranging interview panels and managing interview documentation.
- Checking newly hired employee's references (if needed) and Documentation.
- Conducting various types of training and orientation sessions.
- Arranging fire-fighting courses and team building for the fighting team.
- Preparing & Assisting Disciplinary process (EDR). EOBI & ESSI

**Projects:** Northwest General Hospital & RC & NwlHS

**Position:** Assistant HR Officer

**Tenure:** 18<sup>th</sup> December 2013 to 12<sup>th</sup> October 2014

- Updating and maintaining the HR Database and personnel files records (in HMIS and MS Excel )
- Prepare Salary and keep employee leave records and timesheets. (HMIS Excel)
- Maintaining departmental budget and capping level of each department.
- Processing staff medical insurance and supporting the HR Coordinator in planning and organizing the recruitment process and supporting the recruitment & selection process and monthly Payroll.

- Preparing and issuing Employee's appointment and agreement letters and taking exit interviews and managing departure employees' statement records.
- Preparing Management reports and other associated activities.

**Projects:** Northwest General Hospital & RC & NwIHS

**Position:** HR- Key Punch Operator

**Tenure:** 3<sup>rd</sup> August, 2012 to 17 December, 2013.

- Office Correspondence:
- Preparing employee contracts letters and job descriptions and personnel specifications.
- Interview calls, interview scheduling, and documentation/ HIMS entry

Worked as a Computer Operator at Rahman Medical Institute Peshawar from 1<sup>st</sup> January, 2012 to 1<sup>st</sup> August, 2012.

Worked as Pharmacy Purchase Assistant from 2008 to 20th January, 2012

### **Skills:**

- Knowledge of applicable processes, techniques, and methods
- Ability to establish and maintain good working relationships with employees and public
- Works quickly in a high-pressure environment and is able to handle stress
- Good knowledge of legal issues pertaining to hotels and related labor law
- Good communication and people skills
- Knowledge of governmental regulations relating to Health and Safety
- Data analysis and problem-solving

### **Computer Proficiency:**

- Good Knowledge of MS Office
- Human Resource Information System (HRIS)
- E- Payroll and E-Recruitment System
- Microsoft Operating Systems
- Microsoft Office including Word, MS-Excel
- All Internet-customized applications.
- Installations of Different Operating System and S/W.

### **Languages:**

Can Speak, Write and Understand English Urdu and Pashto

### **Reference:**

**Name:** Muhammad Yassar Khattak

**Designation:** Director Hr at Alliance Healthcare (Pvt) Ltd. (5 Y)

**Email:** [yassarkhattak@gmail.com](mailto:yassarkhattak@gmail.com)

**Contact #:** 03169688878

**Name:** Muhammad Yousaf Jamal

**Designation:** Director Hr Manager at (LRH) (6 Y)

**Email:** [Yousafjamal\\_pk@hotmail.com](mailto:Yousafjamal_pk@hotmail.com)

**Contact #:** 03459140661

**Name:** Dr. Janbaz Afridi

**Designation:** Director Hospitals (TCP)

**Email:** [drjanbazafriidi@yahoo.com](mailto:drjanbazafriidi@yahoo.com)

**Contact #:** 0333-9128108

**Name:** Dr. Adul Qadir

**Designation:** Executive Director (TCP)

**Email:** [dr\\_aqkhan@yahoo.com](mailto:dr_aqkhan@yahoo.com)

**Contact #:** 0300-9003366