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| ***Shams***  ***Professional Profile***  *Master’s Degree in Business Administration (MBA) with specialization in HRM. Complete HR Generalist, broad based & progressively responsible practical understanding of HRM & Organization Development (OD). Proven ability to work with senior management team to integrate the HR function within the overall business operating strategy. Experience in HR department startups & restructuring.* | | |
| F:\New folder\Forms\working\pic.jpg | *Currently available in Dubai for immediate interview*[*Shams.371550@2freemail.com*](mailto:Shams.371550@2freemail.com) | |
| **Core Professional Strength** | | |
| * ***HR Forecasting & Budgeting***   ***Accomplishments***  *Established Human Resource department of Universal Service Fund Company. Prepared & implemented HR Manual/ Administrative Manual/Operational Manual/process/policies & SoPs at the start-up of the company. Facilitated the senior management in appropriate HR, financial & administrative decisions.*  *Currently, established HR department in Jolta Technologies and provided overview of its restructuring & organizational development.*   * ***HR Policy & Procedures*** * ***Job Analysis*** * ***Recruitment*** * ***Selection*** * ***Employee Orientation*** * ***Performance Management*** * ***Disciplinary Actions*** * ***Employee Separations*** * ***HR Audit*** | | * ***Training & Development*** * ***Compensation & Benefits design*** * ***Health & Safety /EAPs*** * ***HRIS /HR E-Office Management*** * ***Leave Management*** * ***Payroll Management*** * ***Personnel Claim*** * ***Employee Relations*** * ***Organizational Development*** * ***HR Administration*** |
| **Professional Experience** | | |

**Jolta Technologies Pvt Ltd, Pakistan (2017 till date)**

**HR Generalist Role - Group Manager HR & OD**

Working with different departments and their line managers for the development of HR Manual, HR procedures and policies. Also responsible for giving advice on pay, promotions and benefit. Providing HR support, guidance and expert advice to management.

* Working for the formation of HR department and organizational development. Heading overall HR department & directly reporting to Managing Director.
* Developing HR practices and processes to ensure consistency.
* Handle all HR functions.
* Advising on change and improvements within the organization.
* Negotiating with staff regarding their pay. Negotiating terms and conditions of employment with staff. Prepare monthly payroll.
* Ensuring all HR administrative records are updated and maintained.

***Academic Qualification***

* Masters of Business Administration (MBA-Specialization in HRM & Finance)
* Bachelors of Commerce (B.Com)

***Professional Certifications***

* Specialization Certification in HRM, Virtual University
* Certification in Management, NISTE
* Post Graduate Diploma in Hospitality/ Hotel & Tourism Management, TDCP

**Universal Service Fund Company, Pakistan (2007 – 2016)**

**HR Generalist Role - Manager HR**

**Dy. Manager HR**

* Established HR department and headed overall HR department. Directly reported to CFO/Company Secretary to Board.
* Coordinated with supervisors for HR Forecasting for the implementation of annual recruitment plan. Prepared and monitored annual HR budget.
* Conducted job analysis. Identified vacant positions, introduced recruitment, selection and orientation procedures. Worked with recruitment agencies & headhunters.
* Designed Performance Management System & Forms.
* Handled disciplinary actions, & employee separation cases.
* Prepared and processed monthly Payroll.
* Maintained employee benefits, health & safety administration & employee relations and welfare programs.
* Coordinated in development and implementation of HRIS and HR E-Office Module.
* Developed & implemented HR Manual, Administrative Manual & Operational Manual with external consultants & senior management.
* Managed HR Internal & External Audit.

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| * Executed all training related logistics such as venue, resources, training materials etc to ensure that all programs are delivered timely in a professional manner. * HR Administration Supervision; Processed tenders/procurements according to PPRA rules. Review and renew annual agreements/contracts. * Ensured provision of utility services in office without interruption and timely payments to vendors. Supervised boarding & lodging arrangement for board members, trainings, meetings & field staff. Arranged company meetings/events. * Repair and maintenance of furniture, fixtures, office equipment, vehicles etc. Supervised IT section & Networking section, Store Supervisor, Admin Assistant, Receptionist, Drivers, Office Boys, Dispatch Rider and Janitors etc and ensured efficiency on their part.   **Islamic Relief-UK (INGO),Islamabad, Pakistan (2006 – 2007)**  **Assistant HR Officer- Country Office**   * Handled all Job Request from Department Heads. Managed recruitment, selection & orientation procedures. Short listed CVs, Issued Interview Call Letters, arranged panel interviews, carried out reference check, issued offer letters, and drafted Employment Contracts. Assisted in employee final settlement process. * Kept and updated Personnel Files of more than 600 employees. * Monitored leave record and prepared attendance reports. * Handled Probation Evaluations, Quarterly Performance Evaluations, and Annual Performance Evaluations.   **Islamabad Club, Islamabad, Pakistan (2005 – 2006)**  **HR Officer**   * Coordinated for HR Forecasting, updated Manning Guide on annual basis. * Handled recruitment, selection & orientation process. * Conducted timely Probation Evaluations, Quarterly, and Annual Performance Appraisals. * Coordinated in development of HRIS with help internal IT section. * Process disciplinary actions & employee separation procedures * Kept and updated Personnel Files of more than 500 employees. * Monitored Leave record & Leave Encashment & strict compliance to attendance. * Coordinated with Audit department and also Finance department   to provide salary & benefit entitlements information for promotions/  new inductions and salary deductions.   * Handled employee benefits & welfare programs. * Coordinated with Time Office, Staff Cafeteria, Pool Car, Drivers & Security. Supervised Transport Section for repair/ maintenance, logbook, and Pick & Drop services to employees.  |  | | --- | |  | | ***Computer Skills***   |  | | --- | | * E-Office | | * HRIS * Payroll Management system * Biometric Attendance system | | * MS Office | | * Typing Speed@40 wpm |   ***Training & Development***   * HRM Role of HR in Governance in Public Sector * Strength Based Performance Management * Embedding Agility-Innovating the way to Change Management * How Your Brain Health Affects the Way You Work * Managing Performance in an International Environment * Leadership and Strategic Management Skills * Organizational & Employees Performance Appraisal * Training of Trainers for the development of Training Curriculum and Manuals * Benchmarking- Measures of Performance & Pay Elements * Time Management in Project Management   ***Languages***   * English – Excellent * Urdu – Excellent * Arabic - Basic   ***Professional Affiliation***   * Member – HR Forum (HRF) |