

Muhammad Umair Khan

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Career Summary

Highly knowledgeable and skilled HR and L&D Professional has excellent interpersonal skills and strong abilities in Recruitment, Performance Management, Learning & Development, and Employee relations. Has superior L&D skills and thorough knowledge of Adult Learning Theory and best training program practices in designing, conducting, and implementing learning and education and development programs. Possess a calm, disciplined, team player, organized, and well-mannered personality and a positive attitude with a smart working, innovative, creative, and result-oriented approach.

Professional Experience

Learning & Development Officer (HR)

Medecins Sans Frontieres (International NGO) Doctors without Borders

FEB 2021 to FEB 2022

- Headed up L&D activities with coordination of Personnel development and HR Manager.
- Assessed learning and development needs through surveys, interviews, performance appraisals, focus groups meetings, and communication with the line managers/Supervisors.
- Supported L&D activities and provide alternate and possible learning solutions (Development plans, performance improvement plans, Backup/succession planning, Mentoring, Coaching, and on-job training).
- Guided line managers and supervisors with the implementation of L&D tools, awareness, and policies.
- Followed up national & international training programs and schedules supported staff for enrollment in online courses/Training.
- Took Charge of maintaining records of training and development activities, attendance, results, assessments, and retraining requirements.
- Promoted 70:20:10 learning model approach in the project and launched talent management initiatives to motivate employees having expertise excel their technical and soft skills and deliver training/coaching/mentoring to other staff.
- Managed administration of seminars, workshops, training sessions, and other programs.
- Coordinated with training vendors, analyzed content & profiles of trainers & assessed vendors.
- Facilitated HR & Personnel Development Manager to prepare and implement training budgets for national and international training programs calendar.
- Managed onboarding, orientations, briefing schedules, and induction programs for newcomers (national and international) and welcomed them with introduction of the organization and mission.

- Enabled managers to set SMART goals for the probation period and followed up induction plans.
- Executed training of the new recruits according to the company standards to make sure organizational rules and regulations are being followed.
- Facilitated formal training, awareness sessions for policies, procedures and also supported internal trainers for their Training of Trainers creation of assessment tools, content, and other training material, designed effective training programs.
- Provided support to the HR manager Personnel development manager and backup their positions.
- Managed recruitment process, supported HR Manager to improve the recruitment process and talent hunting.
- Executed Job posting on job portals, circulated job ads, and receiving of job applications.
- Maintained records of JDs and KPIs for all departments and positions.
- Performed long listing, shortlisting, and scheduling candidates for assessment and supported in written test paper and interview forms creating.
- Conducted interviews, supervised tests, and supported in HR manager in making selection decisions, reference checking, verifying documents, and employment contract creation.
- Took charge of personnel files (employment contracts, dependents details, and complete records)
- Managed performance management process, conducted workshops for evaluations and quality checking & observing learning needs.
- Participated in national/ international management meetings and brainstorming sessions with international teams.

Learning & Development Supervisor (Part-time)

Medecins Sans Frontieres (International NGO)

JAN 2020 to JUL 2020

- Responsible for Learning & Development/ HR activities in Karachi Project.

Officer (HR POC)

K-Electric (Pvt.) Ltd.

OCT 2015 to FEB 2021

- Worked as HR Point of Contact for HRM/ IR/ ER and Payroll section.
- Monitored biometric devices, registration of new staff, and fetching & transferring data from devices.
- Monitored attendance of staff and absence on the biometric attendance system (TIS and Decibel).
- Prepared shift allowances, overtimes, and other allowances of permanent staff.
- Resolved staff issues with the support of ER/IR departments and communicated staff grievances.
- Supported Training & Development department for arrangement training.
- Facilitated & designed internal training for SAP ERP and advancement in working procedures.

Junior Officer

International Foundation Garments (Pvt.) Ltd.

MAR 2013 to SEP 2015

- Received orders, prepared invoices, and reconciled sales invoices with orders.
- Prepared bills, bank slips and dispatched to customers.
- Managed the correspondence between the sales team and customers.
- Maintained payment records, advance payments, outstanding and credit balance.

Computer Operator (SAP) (Temporary Contract)

Midas Safety- Shahbaz Garments (Pvt.) Ltd

NOV 2012 to MAR 2013

- Operated SAP and Reported to Plant Maintenance Manager for PM Module of SAP.

Education

Master of Business Administration HRM (Equivalent to MPhil) Iqra University Karachi	2021
Bachelor of Commerce Premiere college Karachi	2012
Intermediate – Commerce Government Degree College Gulistan-e-Johar Karachi	2009
Matriculation - Computer Science H.B Malik Public School Karachi	2007

Training/Workshops Attended

- **“Workplace Harassment”**
By Ms. Maliha Husain (*Mehrgarh – A center of learning*)
- **“Harmonized Sustained Relations”**
By Mr.Sohail Zindani (*Learning Minds*)
- **“Improving Employee Productivity through Compliance”**
By Employers’ Federation of Pakistan
- **“Advanced Excel 2010”**
By Aptech Computer education
- **“Certificate in Information Technology”**
By Skill Development Council

Online Training/ Certifications

- HR as a Business Partner (SHRM, HRCI)
- Human Resource Foundation (SHRM, HRCI)
- Organizational Learning & Development (SHRM, HRCI)
- SAP ERP Essential Training
- Creating a Culture of Learning
- The Coach mindset for managers
- E- Training of Trainers (Tembo)
- Emotional Intelligence (Tembo)
- Productivity and Time management (Gamelearn)
- Leadership and Team management (Gamelearn)
- Building Perceptions
- Connecting People- Interpersonal skills
- Giving & Receiving Feedback
- Office Safety

Facilitated Training

- **Workplace Harassment**
- **Power of Positive thinking**

Computer Skills

- MS OFFICE (EXCEL, POWER POINT, WORD, OUTLOOK, TEAM, VISIO)
- SAP ERP
- SPSS & Smart PLS
- Adobe Photoshop

Languages

- English --Fluent –Reading, writing, speaking
- Urdu --Native—Reading , writing, speaking

Personal Information

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|------------------|---|-----------------|
| • Father's Name | : | Nawab khan |
| • CNIC | : | 42101-3471595-5 |
| • Marital Status | : | Single |
| • Religion | : | Islam |
| • Nationality | : | Pakistani |
| • Date of Birth | : | 23-Mar-1990 |

References

Name: Jana Kuchheuser
Position: Personnel Development Manager
Organization: Medecins sans Frontieres (Doctors without borders)
Location: Germany

Name: Gita Aprilia
Position: HR Manager
Organization: Medecins sans Frontieres (Doctors without borders)
Location: Indonesia

Name: Syed Shahid Ali
Position: Assistant Manager
Organization: K-Electric Pvt Ltd.
Location: Karachi, Pakistan

References' contact details would be furnished on demand.