




Muhammad Hammad Ali – CHRA

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PROFESSIONAL SUMMARY

Innovative, consistent and self-driven HR professional committed for better utilization of human asset to improve business operations, having enormous experience in Manufacturing, Retail and Services sectors; acquired with MBA degree, specialized in Human Resources Management. Aiming to use my dynamic attributes, where my extensive experience will be further utilized in organizational development and HR creativities.

AREAS OF EXPERTISE

- Talent Management & Succession Planning
- Training and Organizational Development
- Performance Management System
- ERP/MIS Reporting System
- Employer Branding
- HR Budgeting
- Stakeholders Engagement
- Conflict/Dispute Resolution
- Job Analysis/Job Evaluation
- HR Policies Implications
- Compensation and Benefits
- ISO 9001 & ISO 22000

EDUCATION

- **MBA (Human Resource Management)**
Institute of Business & Technology (BIZTEK), Pakistan
CGPA - 3.33 2013
- **Certified Human Resource Analyst**
HR Plus, Pakistan. 2018
- **SHRM-CP** (preparing to intake examination)

PROFESSIONAL COURSES

- **HR as Business Partner**, LinkedIn, 2019
- **Become an L&D Professional**, LinkedIn, 2019
- **Strategic Job Analysis (CPD)** Corporate Trainings, 2018
- **Diploma in Project Management**, ALISON, 2017
- **Professional Diploma in HR Services**, ALISON, 2016
- **Improved Business Processes (CPD)**, M.A.P., 2014
- **Succession Planning (CPD)**, M.A.P., 2013

EXPERIENCE

Ideas by Gul Ahmed Textile Mills Limited

Leading fashion brand with more than 110 retail outlets in Pakistan



Lead HR Business Partner
Dec 2021 – Present

HANDS Pakistan

Amongst the top-05 Social Development Organizations of Pakistan



Manager HR
Jan 2018 – Nov 2021

BOL Media Network/Axact

BOL is a media enterprise consisting of 03 Television Channels



Associate Manager HR
April 2014 – Jan 2018

Young's Food Pvt. Limited

First company to commercially manufacture mayonnaise in Pakistan



HR Executive
Aug 2012 – April 2014

Shan Foods Pvt. Limited

The pioneer recipes mixes spice business and exporters in Pakistan



HR Officer
July 2010 – Aug 2012

ACCOMPLISHMENTS

Lead HR Business Partner – Ideas by Gul Ahmed Textile Mills Limited

- Business Partner for the Back Office Domains which includes the support functions of South – Karachi region.
- Managing talent and cross functional rotations in collaboration with Talent Acquisition and Organizational Development function.
- Engage in Succession Planning and the development of tools for determining business critical positions.
- Managing all aspects of the employee life cycle in the designated functions.
- Creating and maintaining organogram and formulating the job descriptions for all positions.
- Manpower Budgeting in coordination with the respective departments.

Manager HR – HANDS (subsidiary of HANDS International)

- Reported to Head of HR and Chief Executive Officer; managed monthly HR budget of PKR 23.3 million.
- Achieved the Performance Excellence Award in the category of the Best Manager of the Year 2019-2020.
- Drove transition from outdated HR systems into a fully integrated HRIS platform via Change Management.
- Implemented Applicant Tracking Portal for Recruitment System; which saves Time to Hire.

- Implemented talent acquisition strategies to hire quality human resource nationwide and identifying future talent needs for talent pool. Ensure “time to fill” period is reduced.
- Executed employer branding activities and encouraged employees to be HANDS Brand Ambassadors.
- Performed employee satisfaction assessments, surveys and recommended measures for employee retention.
- Supervised annual budget of PKR 7.5 million for trainings and redesigned Training MIS for training needs.
- Launched E-Portal of Learning Management System with Online Training Sessions during COVID Lockdown.
- Restructured the compensation structure and determined the competitive pay and benefits plan.
- Continuous working on Organizational Development and Change Management.

Associate Manager HR – BOL Media Network/Axact

- Managed a team of HR Executives and reported to Senior Manager HR.
- Twice Diamond Performer and continuously Gold Performer for seven consecutive months
- Achieved special task to hire a team of 10 Microsoft AX Dynamics Professionals in a week.
- Created staffing model, used diverse channels and recruiting strategies to meet business unit’s requirements.
- Implemented fresh graduate and internship recruitment initiative.
- Started dashboard reporting for assessment and management reviews.
- Planned future Human Capital requirements in line with organization’s long-term goals.
- Implemented performance monitoring initiatives. Mentor managers for KPI based performance management.
- Delivered trainings to staff on various Soft Skills topics and facilitated in training designs.
- Conducted orientation and monitor training calendar and budget to identify Training Needs (TNA) and to deliver In-house Soft Skills Trainings and external technical training programs for potential employees
- Developed solutions to create strong employee engagement and positive employee relations for retention.
- Handled employees’ grievances/employment matters and local Labor Laws.

Young’s Food Pvt. Limited and Shan Foods Pvt. Limited

- Managed and update all JDs, ensure complete data at any given time
- Assisted with recruitment process (job posting, screening resumes, paper work, hiring requirements
- Ensured training records are maintained including personnel records & course feedback is collected
- Assisted business and functional line managers with identifying right training programs for their team members
- Maintain and updated all HR policies and procedures in a timely manner
- Assisted in performance management processes.
- Coordinated in performance appraisals and maintained employee master records.
- Prepared monthly payroll, leave adjustments and insurance claims for employees.
- Dealt with SESSI, EOBI & Industrial Relations.

➤ ISO Standards (Experience other than the Human Resource Management as Consultant)

○ Background Check Pvt. Limited (partners of “Google Inc.”)

- Acted as **Management Representative** for **ISO – Quality Management System**.
- Involved in making ISO related documentation, including SOPs, Forms & Manual.
- Implemented standards set by the ISO while leading the whole organization.
- Conducted internal and surveillance audits as per requirements of ISO 9001 (QMS) & ISO 22000 (FSMS).

SELF AUDIT

I am self-driven and work using my own initiatives and interpersonal skills. Have thorough knowledge of human resources management as well as procedures and operations. Have proven ability to be a collaborative leader and problem solver who demonstrated success in building high performing team. Have ability to multitasking, eager to learn new every day and like to accept challenges and utilizing interpersonal skills. I am self-driven, motivated and have Can-Do Attitude.

PERSONAL DOSSIER

Father’s Name	Muhammad Ali
Date of Birth	June 14 th , 1988
Marital Status	Married
Nationality	Pakistani
Languages	English (Fluent) and Urdu (Native)