**Muhammad Asif Khan**

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**E-mail:** [muhammadasifkhan@myself.com](mailto:muhammadasifkhan@myself.com) **Telephone:** Mobile: +92 333- 3602926 & +92 345-8399739

**Birthday:** 20/01/1980 in Karachi, Pakistan

# **EXPERIENCE AT**

# **A GLANCE**

# **EDUCATION**

*Almost 10 years of work exposure in Large Manufacturing Concerns (including Conglomerate) at different positions in* ***HR /IR-ER / Administration /Social Compliance*** *Departments, in a highly competitive & professional work environment.*

**2018 – Undergoing**

## Master of Philosophy (M. Phil.) – Human Resource Development

Department of Public Administration (DPA), University of Karachi, Pakistan.

**2014 - 2015**

## Master in Administrative Sciences (MAS-Final) – Human Resource Management

Department of Public Administration (DPA), University of Karachi, Pakistan.

**Thesis:**

**“Impact of Quality Human Resource on the Performance of Healthcare Providing Organizations**”, published in valuable Management Sciences Journal-**JISR-MSSE** (Issue 14, Vol. 1, 2016) issued by Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology (SZABIST).

<http://jisr.szabist.edu.pk/JISR-MSSE/Publication/2016/14/1/492/Article>

**2013 - 2014**

## Post Graduate Diploma in Public Administration (PGD-PA)-MAS (Previous)

Department of Public Administration (DPA), University of Karachi, Pakistan.

**2000-2000**

## Post Graduate Diploma in Labour Administration & Industrial Welfare (PGD-LA&IW)

National Institute of Labour Administration Training (NILAT), Karachi, Pakistan.

**WORK EXPERIENCE**

**WORK EXPOSURE**

**Mar-2021 to Date**

## Manager HR at Rototec (Pvt.) Limited, located at Port Qasim Industrial Area, Karachi

**Feb-2018 to Nov–2018**

## Manager HR & Admin. at A.S. Corporation, located at Sharah-e-Faisal, Karachi

**Oct-2009 to Sep-2017**

## Manager Operations – Retail Outlet Man-o-Salwa Super Shop, located at Malir Halt, Karachi.

## May-2006 to Sep-2009

## Assistant Manager HR Yunus Textile Mills Limited (Home Textile Division), located at Landhi Industrial Area, Karachi.

## May-2005 to April-2006

## Assistant Manager HR at Yunus Textile Mills Limited (Apparel Division), located at Landhi Industrial Area, Karachi.

## Nov-2003 to May-2005

## HR & Administration Officer at Hamsons Textile Industries, located at Korangi Industrial Area, Karachi.

## Aug-2002 to Sep-2003

## Human Resource Officer at Nakshbandi Textile Industries Limited, located at Landhi Industrial Area, Karachi.

## Jan-2001 to July-2002

## Executive Officer-I in HR & Administration Department of Feroze Textile Industries (Pvt.) Limited, located at Site Area, Karachi.

## Overall Objective:

## Responsible to manage smooth HR Operations across the organizations including ensuring the compliance of HR Policies and Procedures; and administering Recruitment, Performance Management, Job Rotation/Enrichment, Orientation Training, Payroll & Benefit Administration, Employee Separation, Organizational Change Projects, Disciplinary Actions and General Administration.

## Duties & Responsibilities:

## HR Policies & Procedures: Assist in development of HR Policies / Procedures and frameworks covering Recruitment & Selection, Performance Management, Learning & Development, Employee Separation, Compensation Benefits, and Employee Affairs.

## HR Policies Compliance: Ensure compliance of HR policies and procedures across the organization and take disciplinary actions in case of non-compliance.

## Headcount Rationalization: Conduct Head Count planning exercise and perform changes accordingly to the organization structure, job descriptions, and competencies and ensure clear lines of accountability, ownership, communication, and optimal managerial spans on control.

## Job Profiles: Manage and maintain job descriptions, grading structure, and job families in line with HR policies / procedures.

## Organizational Change Projects: Execute organizational change projects and ensure a smooth and effective transition in line with project objectives.

## Recruitment & Selection: Administer recruitment & selection function and ensure its adherence to operational and budgetary requirements, manpower plan, relevant policies procedures including excellent employee on boarding and orientation experience.

## Talent Development: Develop and execute programs for mentoring programs for mentoring/coaching, employee development, job rotation, staff retention, cohesiveness etc. that effectively develop key talent for future role and increased retention.

## Compensation & Benefits: Administer employee compensation & benefit function including attendance management, timely preparation / disbursement of payroll, leave management, loans and other associated components.

## Performance Management: Administer activities related to employee performance reviews in accordance with defined KPIs / OKRs for each role.

## Personnel Administration: Maintain employee records and monitor / address employee grievance / disciplinary issues.

## Employee Separation: Administer employee separation activities and ensure exit database is maintained for analysis to improve organizational aspects.

## Exit Interviews: Review exit interview, employee feedback, and attrition data on a periodic basis along with trends in sourcing and procedure suitable reports and indicators for HR priorities.

## Staff Communication: Develop and efficient staff communication culture through cascading mutual trust and understanding of HR processes to ensure all employees’ full awareness and satisfaction of HR policies and procedures, practices and initiatives.

## Staff Counseling Services: Provide advice and counseling to line managers on staff related issues for e.g. performance counseling and staff disciplinary matters etc.

## Industrial Relations: Coordinating for the implementation of Local Labour Laws and Buyer's Working Standards.

## -Coordinating with the Labour departments including SESSI, -EOBI, etc. to resolve issues.

## -Coordinating with the legal advisor and Senior Management for the peaceful settlement of the grievances/disputes.

## General Administration: To support with travel arrangements of the staff from different locations as necessary through effectively utilizing the available pole vehicles.

## -Implementing the company's vehicle allocation policy and maintaining the record of vehicle maintenance and fuel consumption.

## -Liaison with the Governmental departments including KE, SSGC, PTCL, etc. to resolve issues.

## 

**PROFESSIONAL MEMBERSHIP**

# **PROFESSIONAL TRAININGS/**

# **WORKSHOPS**

**SOCIAL**

**ENDEAVOURS**

**LANGUAGE**

* Member of **Pakistan Society for Training & Development**.
* Member of **Marketing Association Pakistan.**
* Member of **Pakistan Society of Applied Economics**.
* Civil Defence General Instructor Course.
* Nexus Between Industrial Relations & Human Resource Management.
* Improving Management Skills.
* Motivating Employees and Ensuring Desired Results.
* Labor Laws in the Context of ILO Conventions and Recommendations.
* Quality Circles, Kaizen & 5S.
* Social Accountability Standards SA:8000.
* Participating in **Rahbar** a Volunteer Mentorship Program organized by **TCF** (**The Citizen Foundation**) for its school children, as **Mentor.**
* Urdu (Native)
* English (Good in Oral and Written)