



Syed Zahid Ali

(HR / Organizational Development & BD Professional)

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Date of Birth: 20-Dec-1980

Career Profile:

A result-oriented professional, having 22+ years of rich & varied experience in HR, Personnel, OD interventions, Industrial Relations, Consultation, Business Development, Business Communication and Administration in different organizations of National and International repute that includes 11+ years in Middle East (6 years in UAE).

Core Competencies:

Compensation and Benefits
Business Policies and Procedures
Fiscal Control Management
Competency Mapping
Payroll Management
Cost Cutting Strategies
Budgeting

Research for latest HR trends
Change Management
General Administration
Customer Care
Performance Appraisals
Policies making
Risk Management

Training & Development programs
IR & Labor Laws (National and International)
Recruitment, Selection and Mobilization
Salary and Packages Analysis
Business Development
Gen. & Social Marketing
Fraud Investigation

Skills Sets:

Time Management
Problem Solving
Risk Management
Business Communication

Interview
Emails
Ms. Office
ERP / SAP

Assessment and Evaluation Database
Management Software
(Various)
Graphics Software (Various)
Web Designing Software (Various)

Decision Making
Implementing Strategies
Resource Management
Team Management

Career Synopsis:

Job Duration

Feb 2022 - Present

Jan 2019 – Dec 2022

Jan 2018 – Dec 2018

Dec 2016 – Jan 2018

Jun 2016 – Dec 2016

Oct 2012 – May 2016

Jan 2010 – Sep 2012

Jan 2008 – Dec 2009

Jan 2007 – Dec 2007

Oct 2005 – Dec 2006

Feb 2000 – Aug 2005

Company - Location

SMB Services Pvt Ltd - Karachi / USA

Freelance HR (BPO) Projects - USA / UAE / Pak

Tahir General Hospital – Karachi Pakistan

Burhani Hospital – Karachi Pakistan

The Organic Meat Co. – Karachi Pakistan

Al Hassan Group of Cos. – Oman / UAE

Al Hassan Group of Cos – Oman / UAE / KSA

Al Hassan Group of Cos – Oman / UAE / Qatar

Al Hassan Group of Cos - Oman / UAE / Kuwait

Al Hassan Group of Cos - Oman / UAE

Ainit Pvt Ltd – Pak / KSA / Australia / UAE / Qatar

Designation

Manager HR / OD

HR Consultant

Sr. Manager – HR & OD

Manage - HR, BD & Marketing

Manager - HR & OD

Sr. Executive - OD & HR

Executive - OD & HR

Jr. Executive - HR & Admin

Sr. Supervisor - Administration

Supervisor - Administration

Consultant / Coordinator

Major Roles and Responsibilities:

Human Resources, Compensation and Benefits & OD Intervention:

- Recruitment & Selection of Senior Management Members that includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates and finally Employee Induction and mobilization.
- Outsourcing of manpower and Strategic planning for recruitment of valuable Management employees.
- Dealing with Recruitment Agencies and Head Hunters, residing in various countries.
- Performance Appraisal Management and improvement systems - Performance Appraisal evaluation, Promotion, increment, Probation and C&B analysis and Process & Facilitate organization wide annual performance reviews
- Key Performance Indicator (KPI) settings and competency mapping for employees.
- Organization development by providing strategic business plans and strategies for improving the business and planning's with framework of procedures to implement the same
- Generation of Balanced Scorecard and HR dash Board for the organization.
- Processes improve management: proving latest ideas and techniques based on latest trend to improve different processes
- Compliance to HR Policies - Revive amendment in Management Policies and procedures and generates analysis reports.
- Comparisons and analysis of employee's salary packages w.r.t, their experience and quality of work within the organization.
- Maintenance of Salary benefits in line with Grade eligibility and Policies of the company. Research on HR practices and implements best practices to companies with respect to business, process improvement, report generation, recruitment and other related jobs.
- Compensation and benefits - Increment and Promotion analysis, evaluation and Process
- Attends all meetings to capture points for improving the system and suggest renewal, removal, amendment, modification in existing policies with respect to need for change with expected positive results.
- Personal, Human resource and other business policies management and control.
- Represent and articulate staff concerns to the HR Management and assist Managers in all HR related issues.
- Prepare and manage manpower and administration budget.
- Handle disciplinary issues, Investigation and disciplinary actions around the company to maintain law of the company.
- Provide monthly HR reports - Prepares reports by collecting, analyzing, and summarizing data and trends.
- Under general direction, performs professional analytical support work in areas such as Talent Acquisition, compensation, employee relations, performance management, succession planning, staff development, payroll, compliance programs, OD assignments, Employee Engagement, Monthly HR – MIS reports.
- Benchmarking of different business aspects and Human resources with respect to current market trends and based on research.
- Having sound knowledge and always updating myself for UAE, Gulf and also with some western countries Labor Laws.

Training & Development / Talent Management:

- Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments
- Design and expand training and development programs based on the needs of the organization and the individual
- Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers, accountants and senior managers at board level
- Consider the costs of planned Programs and keep within budget
- Plan and assess the 'return on investment' of any training or development program
- Develop effective induction Programs for new staff, apprentices and graduate trainees
- Monitor and review the progress of trainees through questionnaires and discussions with managers
- Produce training materials for in-house courses
- Create and/or deliver a range of training using classroom, online and blended learning
- Manage the delivery of training and development Programs
- Amend and revise Programs as necessary, in order to adapt to changes occurring in the work environment
- Research new technologies and methodologies in workplace learning and present this research

Business Development and Communication:

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients

- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales and other relevant contracts ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers

Administration:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Major Career Achievements:

- Started Professional Career from 2002 as Student and Migration Consultant and by 2018 reached the level of Sr. Manager Organizational Development & Business
- Served in Al-Hassan Group of companies for 11 years and got 4 Promotions (from Supervisor to Sr. Executive OD)
- Successfully Implemented Referral Schemes, Suggestion Schemes, KPI and Objective based Performance Appraisal systems in various companies
- Earned Meat Business from Iran and Philippines for TOMC in 2 months' time
- Successfully done with Change Management in Burhani Group in period of 3 months
- Successfully get all the labs of Burhani group certified by ISO
- Successfully developed Tahir Medical Centre in a period of 1 year from 30 bedded hospital to 65 bedded hospital.
- Successfully Built Rozamir Recruitment Agency in 6 months with all operations
- Successfully Develop SMB Serices Pvt Ltd with all operations and Business
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Education:

- **BS"IT" in 2004 from Preston Institute of Management, Science and Technology – Karachi, Pakistan**
- **I.Com in 1999 from Premier Commerce College – Karachi , Pakistan**
- **CIMDA (Certification in Multimedia Development Applications) in 2002 (Six-Months Course) from ArenaMultimedia-Aptech World Wide (USA)**
- **Diploma in Computer Science (DCS) in 2000 from NCR Education Center Karachi**
- **Diploma in Computer Science (DCS) in 2000 from Sindh Board of Technical Education – Karachi**
- **Certificate of attending Workshop for Learning "DREAMWEAVER-MX" Held in "PRESTON INSTITUTE" by "ACM" (ASSOCIATION FOR COMPUTING MACHINERY) In NOVEMBER 2002**
- **Certificate of attending Workshop for Learning "FLASH". Held in "PRESTON INSTITUTE" by "ACM"(ASSOCIATION FOR COMPUTING MACHINERY) In OCTOBER 2002**