

Ali Kamal

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INTRODUCTION:

I Strongly believe being a difference maker with lots of energy and passion in my work. I proved myself in fulfilling the needs of the company clients, partners and other stakeholders with their relevant requirements. Good Communications skills make me able to deal and cover all the aspects of the operations processes which is my core area of concentration. Having the degree of master's in business administration which make me more flourish to enhance my skills and abilities.

JOB EXPERIENCE:

Organization: Trillium Information Security System
Position: Business Unit Head – HR Outsourcing (Dec 22 – Present)
Responsibilities:



- Incorporate company procedures and policies in operations of business unit.
- Monitor and review project activities and ensure its completion within scheduled time and budget.
- Manage business activities focusing on financial and strategic growth of organization.
- Build strong relationship with the customers in order to maintain good revenue growth.
- Manage start-up costs and finances of business unit by efficient financial management.
- Perform review and validation of system layouts and equipment's.
- Explore and analyze market trends and identify new opportunities in assigned region.
- Coordinate with Marketing team to develop and implement operational plans for new product launches.
- Work on requirements provided by CEO whenever required.

Organization: Care Cloud – USA Nasdaq
Position: Manager HR (Jan 22 – Nov 22)
Responsibilities:



- Manage human resources operations such as recruiting, training, counseling, payrolls and disciplining staff; planning, monitoring, maintaining compensation; determining productivity, resolving problems and implementing change.
- Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- Participates in executive, management, company staff meetings and attends other meetings and seminars.
- Monitor adherence to internal policies and legal standards.
- Deal with grievances and violations invoking disciplinary action when required.
- Implement and act in accordance with company's information security and privacy policies.
- Ensure compliance with information security responsibilities.
- Protect assets from unauthorized access, disclosure, modification, destruction or interference.

Achievements:

Lead HR Audits FY 2021 - 22

Implement ISO 27001:2013 standards.

Organization: Amaxza Digital

Position: Manager HR

(Jan20 - Dec 21)

Responsibilities:

- Formulate business strategy with others in the executive team.
- Design policies that align with overall strategy.
- Implement efficient processes and standards.
- Oversee the company legal wing on Court Matters.
- Oversee the monthly financial reports and company equity position.
- Leading HR functions, supervising recruitment and placement process, monitoring performance evaluation, employment contracts, overseeing payroll and employee benefits & activities.
- Ensure compliance with Laws.
- Oversee the implementation of technology solutions throughout the organization.
- Manage contracts and relations with customers, vendors, partners and other stakeholders.
- Oversee expenses and budgeting to help the organization optimize costs and benefits.
- Mentor and motivate teams to achieve productivity and engagement.
- Report on operational performance and suggest improvements.
- Oversee company succession plan.

**Achievements:**

Lead HR Audits 2019 & 2020

Improved attendance mechanism and punctuality.

Developed company policy manual as per organization culture and values and bring improvement in organization system by implementation of policy.

Designed employment contract & NDA as per policy and HR Laws.

Introduce Provident Funds for Employees.

Company Paid Sims allowance for Employees.

Organization: Abacus Consulting

(June 17 – Jan-20)

Position: Associate HR

(May 19 – Jan 20)

Officer HR & Admin

(June 18 – April-19)

Admin Support Officer (HR Domain)

(June 17- May 18)

Responsibilities:

- Manage end to end payroll of 500+ outsource employees.
- Recruitment for the various National & Multinational Clients.
- Lead Antecedent verification for the clients including Local Police,
- Educational documents, background, reference's verification
- Annual Budgeting for project's revenues.
- Look after the company legal matter, visiting to High Court, Labor Tribunal.



- Manage HR operations end to end on boarding till final settlements.
- Visiting career fairs for business development.
- Meeting with Vendors and Clients of Company.
- Corporate Liaison with different universities placement department.
- Appraisal management for the contractual staff.

Achievements:

Launch Degree Verification Portfolio in South Region with the Support of Abacus Team Lahore.

Develop business portfolio for verification services by engaging Al-Baraka Bank, Silk Bank, Indus Hospital with Abacus.

Win tender from PPL for Labor Outsourcing.

Organization: **Karam Corporation** (Aug 15– June 17)

Position: **Officer Administration & Human Resources**

Responsibilities:

- Coordinating with management.
- Coordinate with HR in Recruitment Process.
- Coordinate with Accounts department for payroll.
- Oversee the attendance matters.
- Oversee the regular admin expenses.
- Resolve the issues of staff.
- Look after the warehouses.
- Oversee the import and export products.



Organization: **Al- Shayan Enterprises** (Feb 14 – July 15)

Position: **Accounts & Payroll Officer**

Responsibilities:

- Reimbursement of Salaries
- Working on Expenses and Payrolls
- Working on Peach-tree Accounting Software
- Look after the salaries issues.
- Make month end report.
- Make strategies to overcome the expenses.
- Maintain Petty Cash.
- Done all the filings.

VOLUNTEER EXPERIENCE:

Organization: **Khadim Ali Shah Bukhari Institute of Technology** (Feb 16 – Feb 17)

Position: **Vice President KASBIT Student Council 16-17**

Responsibilities:

- Oversee all other Top Hierarchy and Heads, Asst. Heads within the organization.



- Oversee budgets. Direct the KSC's goals, objectives, and budgets.
- Implement the KSC's guidelines on a day-to-day basis. Preside over quality control.
- Provide visionary and strategic leadership for the organization. Collaborate with the Top Positions to develop the policies and direction of the organization.
- Develop and maintain relationships with other like Management, KSC Team Members, and Students that are in the best interest of the KASBIT.

ACADEMIC QUALIFICATION:

Master's in Business Administration (MBA) (2019 – 2022)
KASBIT, Karachi, Pakistan.
Major: Human Resource Management

Bachelor in Business Administration (BBA) (2013 – 2017)
K.A.S.B.I.T University, Karachi, Pakistan.
Major Research: Effects of Training and Development on Employee Performance

Intermediate in Pre-Engineering, (2010 – 2012)
Government Degree K.M.C College.

Auto CAD 2D and 3D (2013)
Aptech Institute, Karachi, Pakistan

Matriculation in Computer Science, (2008 - 2010)
Karachi Cadet School.

SOFTWARE SKILLS:

- SAP B1 (Customize ERP)
- SAP Success Factor
- Peachtree Accounts Software
- Primavera Project Management
- Abacus Connect HRMS
- Microsoft 360

EDUCATIONAL ACHIVEMENTS:

- Publish a magazine on Pakistan China Economic Corridor.
- Founder Member of Mutallah Must Reading Club.
- Done Research on Supply Chain Impact on Organization Performance.
- Elected as Vice President of Student Council after giving tuff time to competitors.
- Endorsement on KASBIT official page for Organize the best picnic.

ATTEND SEMINARS:

- Labor Laws.
- Employee Union.
- Discipline Maintaining.

REFERENCE:

Check on my LinkedIn profile recommendation.