

Syed Huzair

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Talent Acquisition | Talent Management | HR Business Partnering | Digital Learning | Compensation and Benefits Management | Succession Planning | Performance Management | Leadership Development | HR Operation | Employees Relation | Learning and Organizational Development

An experienced global HR professional having more than **11** years of experience in managing and assisting human resources initiatives that drive workplace learning, engagement, performance and productivity. Experienced in developing and executing strategies for talent acquisition and management, compensation & benefits, performance management process, employee engagement and learning and development activities across the organization.

Career Achievements:

- Sourced and hired more than 800+ candidates in last 2 years for DVAGO Expansion
- Key team member of DVAGO Expansion Team, directly reporting to BOD and CEO, guide and help them for HR Planning across the country
- Reduced attrition rate from 33% to 7.5% within the organization, by implementing different employee retention strategies. (DVAGO)
- Streamlined HR departmental operations, bringing on board a team that was expert in handling operational issues. (DVAGO)
- Provided HR leadership during a period of rapid growth from 18 to 59 outlets with in the duration of 8 months.
- First person to achieve an “Above and beyond” plaque from the management, owing to dedicated contribution to the organization. (DVAGO)
- Drove transition from outdated HR systems into a fully integrated HRIS platform. Instantly improved analysis, reporting, and planning capabilities while streamlining daily HR functions. (DVAGO)
- Re-invented and implemented new recruitment, staffing, and people development programs to meet advancements in sales operations, technology, and management.
- Conducted more than 200 sessions on different soft skills topics at Aga Khan University and Hospital for all level of staff during the tenure of 4.5 years.
- Developed and Designed KPIs related to academic, research and clinical activities for the faculty of AKU.
- 1st position holder in the Train the Trainer flagship program of Carnelian Co.

Experience

August'22 to December'22 | **Global HR Business Partner** | **Fueling Brain Academies – Canada** | **Remote**

- Build relationships with all the campuses in Calgary and Saskatoon and employees in order to gain the credibility and influence the business, develop a thorough understanding of the business needs and challenges how the business operates
- Advise the Campus Directors on people related processes
- Responsibility for the leadership and successful execution of several key HR projects within the Strategic HR Business Plan (i.e PayStub Videos for US and Canadian Payroll etc)

- Ensure that the business attracts, develops and retains high quality talent, at all levels in a continuous pipeline, to support the growth objectives, opportunities and strategies of the business
- Manage all employee relations issues, educating the campus directors to take accountability and manage risk
- To work in close partnership with HR Team in order to provide an efficient and quality service to the business and ensure we get the basics right every time
- Coaching and educating the HR team
- People management agenda - lead people and change management projects, through building strong business relationships with the campuses
- Provide leadership for organizational design, change management, workforce planning and talent management to the business

Dec'20 to May'22 | **Head of Human Resources | Nova Care Pvt Limited (DVAGO) |**
Reporting to: Chief Executive Officer | **Team Size:** 9 HR Professionals

Talent Acquisition and Management:

- Develop a sustainable talent acquisition and hiring plans and strategies
- Design and supervise employer branding activities
- Supervise analysis of hiring needs and provide employee hiring forecast
- Find bottlenecks in the recruiting process
- Suggest measures for improving employee retention

Compensation and Benefits Management:

- Plan and interpret the Management and Staff Compensation and Benefit Plans, compensation strategies
- Develop Salary Structures & bands
- Review Compensation policies and submit recommendations when necessary
- Monitor the organization's salary structure and benefits provision

Learning and Organizational Development:

- Accomplishes sales training human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees
- Determines training requirements by studying sales and marketing strategic plans
- Designing and developing robust employee learning programs
- Develops managerial results by orienting new managers; conducting management training programs; providing learning resources; coaching individual managers.

Performance Management

- Hosting organization performance through performance planning
- Developing and implementing performance management system through KPIs
- Provide individuals and teams with support and advice on development and performance issues
- Assist in monitoring objective setting for all employees along with performance reviews
- Conduct the analysis of findings of the Appraisal Ratings

HR Policy Development and Review

- Developing new policies in alignment with retail best practices
- Review existing policies and align these in view of the changing organizational needs
- Collate the policies for the policy manual

Jun'16 to Nov'20 | Specialist – Learning and Organizational Development | **The Aga Khan University**

- Create and execute learning strategies and programs
- Delivered in-house training programs for the staff and faculty of AKU and AKUH
- Led Post Graduate Medical Education Orientation in 2017, 2018 and 2019 – Every year more than 230 residents, interns, and fellows from all over Pakistan join this training programme. The purpose of this programme is to orient them about the organization culture, values, processes, procedures, and policies.
- Led AKU Aspire Summer Internship Programme in 2018 and 2019 – 46 in 2018 and 41 in 2019 interns joined this program. I was involved in the designing, onboarding, and the execution of this program.
- Design and initiated employee engagement activity in 2017, 2018 and 2019 where we requested our employees to bring their kids on campus known as 'Kids on Campus'
- Involved in revamping learning management system with learning and IT team to make it more user friendly and updated.
- Involved in the planning, designing and execution phase of the department of medicine retreat in 2019 and 2018
- Involved in the planning, designing and execution phase of community health sciences departmental retreat in 2018
- Involved as co-facilitator in the planning, designing and execution phase of family health departmental retreat in 2018
- Involved as co-facilitator in the planning, designing and execution phase of biological and biomedical sciences departmental retreat in 2018
- Lead the orientation process of onboarding employees for all the staff and faculty across the organization
- Lead the orientation process of senior staff and faculty across the organization
- Co-facilitate eLearning team to develop eLearning courses
- Managing a dynamic centralized database which will house all employee learning & development related activities. Data includes training courses attended, investments made, divisional breakdown etc.
- Monitoring administrative tasks such as training costs, scheduling classes, setting up systems and equipment, and coordinating with learning coordinators about enrollments
- Conduct learning needs assessment across the organization
- Conduct focused group, open house, one on one sessions with the staff and faculty to identify their learning needs
- Design and execute a learning calendar based on learning needs assessment

Jan'18 to Dec'18 | Essentials Skills Trainer | Career Development Society – Salimabad

Mar'16 to Sep'16 | Visiting Faculty of Microsoft Office | Ami Apex Institute, Gulshan, Karachi

Jan'13 to Jun'16 | Senior Officer Human Resources | **Lucky Cement Limited**

- Develop, design and implemented training forms i.e. training request form, training feedback form and learning needs assessment form
- Worked with IT team to develop an online payment process for all the learning-related payments
- Facilitated 20 values roll-out sessions across the organization for both head office and plant staff
- Facilitated more than 25 essential skills and Microsoft office sessions across the organization
- Liaison with franklin covey team to initiate a leadership development program for senior leadership in the organization
- Assist my supervisor in making a process to develop high potentials in the organization
- Liaise with functional or operational managers to develop and implement training, development, and succession plans that are appropriate for their department needs, but consistent with the organization's overall training strategy
- Develop an overall training calendar to meet the current and planned training requirements of the organization based on training need assessment
- Select and manage ongoing relationships with, external consultants and training providers to ensure that the organization receives satisfactory standards of service
- Keep up-to-date on developments and innovations in training and education in the industry

Feb'12 to Sep'12 | Finance Trainee | **National Foods Limited**

- Prepare and maintain bank reconciliations of more than 10 banks
- Prepare purchase orders and good received notes as and when required
- Liaison with banks regarding local and foreign financial transactions
- Enter all the entries in the ledger of receivable's, payable's through SAP
- Correspondence with all banks regarding cash management, discounting and LC's

Education

ICS Learn – UK (Blended)	CIPD in Strategic HR Management (Candidate)
University of Karachi	Masters in Human Resources Management
University of Karachi	Bachelor of Commerce
Carnelian Co	Train the Trainer (1st Position Holder)
School of Leadership	Train the Young Trainer (TTYT)
Concord Corporation	Certified Human Resource Professional (CHRP)
Possibilities Management Consulting	Certified Success Coach

Other worth Mentioning Credentials

Certified Excel Expert – Microsoft USA
 Participated in Camtasia: Interactive Learning by LinkedIn Learning
 Participated in Learning Moodle 3.8 by LinkedIn Learning
 Certified Microsoft Office Specialist – Microsoft USA
 Certified Microsoft Excel – Brain bench USA
 Participated in Strategic Time Management – Time lenders Pakistan

Participated in Advanced Microsoft Excel and Business Intelligence – Pakistan Society for Training and Development
Participated in Return on Training Investment – Pakistan Society for Training and Development
Participated in Young Leaders Conference 2014 – School of Leadership
Participated as a Youth Facilitator in Young Leaders Conference 2018 – School of Leadership
Participated in Emotional Freedom Techniques – Institute of Mind Sciences
Participated in Mind Sciences Fourth Dimension Level 1 – Institute of Mind Sciences
Participated in Youth Expo 2011 – School of Leadership
Participated in Youth Max – Live your 100% - School of Leadership

Reference

Will be furnished upon request.