

Dear Talent Acquisition Manager,

I would like to introduce myself as versatile Senior HR or Admin Professional with hand-on experience in diverse industries with overall 18 years of experience with NASA Chemicals (Manufactures) Pvt Ltd, Naveena Group of Textile (Head office and Factory), NGO (Gender Specialist- years -Advisory Role) IMC Group of Companies, WHO (OD Project), BTCM-US, SURSO (Govt Org) & Software House (UAE) and currently working as HR Consultant for Govt of Pakistan.

I'm sure that the skills I have acquired from my formal education/experience and outside activities would make me a contributing member of your team very quickly.

Seeking a leadership role in HR & Administration. I'm confident if you give me appointment, I will prove myself as a self-starter, In addition to my enthusiasm, I will bring to the table my strong knowledge on current KPI's as per the global standard, drafting skills, assertiveness in meeting the goals and the ability to work diligently and comfortably with the team members.

Looking forward a favorable reply

Thanking you, Yours truly,

Kanwal Siddiqui

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PMD (Certified-Org Psychology), MPA(HRM), BPA Hons & Diploma in IR

Religion: Islam

Employer	Employment Tenure	Last Position
<p>NASA Chemicals (Pvt), Ltd (HO & Plant) <i>Manufactures of CAR CARE PRODUCTS & INDUSTRIALS & AUTOMOTIVE CHEMICALS</i></p> <p><i>1550 Employees</i> <i>Permanent, Contractual & Workers</i></p> <p><i>Freelance Project</i> <i>1.RANGERS Security Guards (Pvt), Ltd (Affiliation with Pak Rangers)</i></p> <p><i>3000 Employees</i></p>	<p>Present working from 2018</p>	<p>HOD / AGM HR & Admin (Head Office & Plants)</p> <p>OD Project</p>

<i>Including all locations of Sindh</i> SMC (Pvt), Ltd 2.Pro Sindh Assembly 300 Employees		
IQUCIK Dubai <i>(Software House)</i> 250 Employees	From 2017 to 2018	Senior Manager HR
IMC Group of Companies (Pvt) Ltd <i>(Four Print & Six Electronic Media sub companies)</i> 8000 Employees-Permanent & Outsource	From 2011 to 2017	Assistant Manager HR- to Manager HR & Admin
Naveena Group of Companies (Pvt) Ltd-Textile (Spinning & Weaving) Khi & RYK (HO & Plant) <i>Three Sub companies</i> 9500 Employees Permanent & Outsource	From 2006 to 2011	HR Executive to Senior HR Executive
National Bank of Pak- (HR-Learning & Development Department)	From 2005 to 2006	Internship and one-year Final Project (HR)
United Bank Ltd	3 Months 2004	Internship-HR

HOD HR & Admin
 Company Name: Presently working
 Reporting: NASA Chemicals Pvt, Ltd
 CEO

KEY RESPONSIBILITIES:

Budgeting & Manpower Planning, HR & Admin Operations, logistics, Transportation, Housekeeping, Talent Acquisition, Org Development, Comp & Ben & Performance Management

- HR & Admin workforce annual planning & budgeting.
- Dealing with Government officials to meet legal and administrative regularities and maintain smooth relationships.
- Complete the hiring at Organizational Level (Head Office & Plants) in due time frame.
- Ensure the Factory site is secure for smooth operation.
- Employees operational matters (leaves, loan, attendances, Bonus, Gratuity & medical)
- Talent Management Department (complete employee cycle) onboarding, development, rotation, retention and succession planning.
- Give recommendations and enhance in HR & Admin policies & procedures.
- Develop company-wide "Pay Scale" and "Grading" Structure in line with companies in the similar industry and review of "Pay Scale" and benefits to ensure continual competitiveness in changing economic and industry / company conditions.
- Annual companywide performance evaluation process. (Management, Non-management & workers).
- Employer branding, engagement and retention programs, recruitment drive activities.
- Housekeeping, Logistics, Travelling, Medical, Vendor Management, Transportation and daily routine Admin matters.

Senior Manager HR
 Company Name: (From 2017 to 2018)
 IQUCIK

Industry: Information Technology
Reporting: Director

KEY RESPONSIBILITIES:

- Executed measurable Performance appraisal and management techniques by designing KPI and KRAs.
- Identified successors for key positions and executed Succession Plans.
- Managed recruitment and selection process and liaison with Head Hunters.
- Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures..

Manager Human Resource & Admin (From 2013 to 2017)
Assistant Manager-HR (From 2011 to 2013)
Company Name: IMC (Pvt) Ltd.
Industry: Print & Electronic Media
Reporting: Group Director

KEY RESPONSIBILITIES:

- Planning and successfully executing performance appraisal organizational development strategies by devising policies & SOPs.
- Managing recruitment and selection process by minimizing recruitment turnaround time.
- Planned and executed effective performance appraisal and management techniques.
- Managing companywide payroll management along with Attendance, Leave Management system.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Human resource operational requirements by scheduling and assigning employees; following up on work results, maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results, and contributes to team effort by accomplishing related results as needed.
- Devised HR manual and Employee Hand Book.
- Managing Performance developments strategies, plans & employee development programs.
- Strategizing and executing employer branding as per organizational budget.
- Developed and execute employee engagement activities, to motivate employees' participation in organizational development.
- Managing essential functions i.e. HRIS Implementation organization wide.
- Responsible for maintaining peaceful working environment and to take prompt action in case of any disciplinary/ethical issues of employees.

Senior Officer-HR & Admin (From 2009 to 2011)
Human Resource Officer (From 2006 to 2009)
Company Name: Naveena Group of Companies
Industry: Textile
Reporting: Senior Manager
Role: HR Generalist Role

Freelance Project in APEX-WHO, SURSO & IMC-(as Gender Specialist) & Member of Harassment Committee 2014 to 2020

- Support Team in the development and implementation of laws, plans, policies and budgets, on gender equality and the empowerment of women.
- Provide planning and programming processes and similar exercises in order to ensure that gender concerns are clearly reflected in all processes, according to results management

requirements;

- Identify and advise on entry points for new initiatives for gender equality and to support the advancement of women's empowerment and gender equality in the country;
- Developed, manage, and implementation of gender-focused and gender integration activities for all program components.
- Oversee the quality of gender training and manage the process of collecting and sharing lessons learned on gender equality and women's empowerment.
- Train the master trainers and provide ongoing support to them in gender-related approaches.
- Develop and conduct new or refresher trainings for the staff, as necessary.
- Perform regular field visits to the provincial offices and randomly selected female teachers to ensure quality community participation. Work on TNA and identify. strengthen areas of mutual enforcement in order to achieve greater learning outcomes and quality learning environment.
- Presentations on activities as requested and provide data analysis and report writing related to gender.

Academics

- **Industrial Relations & Labor Laws Certification**
- **IOP-Higher Certification in Industrial Org Psychology-** 2009 to 2010
University of Karachi
- **MPA-HRM** (Recruitment & Selection, Performance Management & Org Development)
University of Karachi Year 2006 Division: 1st
- **BPA-Hons** Division: "1st"
University of Karachi Year 2002-2005

Attended the following Training & Development Courses

- Management of Contract Labor & the implications of self-assessment schemes under SESSI & EOBI.
- Effective Communication – Verbal & Non Verbal.
- Strategic Human Relations & Problem Solving.
- Course on Disciplinary Procedures.
- Company Culture & Success

