

Syed Waleed Ali Warsi

Cell # +92 314-5137431 & +92 321-2148206 Email: waleedwarsi89@gmail.com Page 1 of 5

Syed Waleed Ali Warsi

PGD – HR (IBA), SAP HCM

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Email: waleedwarsi89@gmail.com

LinkedIn: <https://www.linkedin.com/in/waleed-warsi-3583a746/>

CAREER SUMMARY:

An established HR professional with 12+ years of successful track record in steering Human Resources functions in the Corporate, FMCG and Health sector. A visionary leader, currently associated with Fine Daily Pvt Ltd formerly King Chemical Corporation as a Group Assistant Manager Human Resources.

With versatile exposure to Multiple sectors i.e., FMCG, BPO, Healthcare, Education & Manufacturing in the area of HR, I can vouch on my extensive Strategic Management, Budgeting & Operational Leadership Skills through which I have consistently demonstrated exceptional business results in a variety of industries and geographies. I am proficient in managing HR Management functions like Talent Acquisition, manpower budgets & forecasting, workforce planning, performance management, benefits administration, HR compliance, Labor Laws, HRIS, and employee engagement.

EDUCATION

PGD (HR)	2022	[Institute of Business & Administration -IBA]
MBA (HR)	2014	[Institute of Business & Technology]
B.Com	2011	[Indus Institute of Higher Education]

SOFTWARE SKILLS

1- SAP HCM	2- MyHcm	3- Factory Management System (ERP)
4- MS Office	5- Office 365	

CAREER DETAIL: -

Fine Daily Pvt Ltd Formerly King Chemical Corporation

Industry: FMCG (Kington, Delite, Oasis, Krone etc)

July 2020 to Present

Group Assistant Manager HR



Key Attainments:

1. Led the successful implementation of a comprehensive HCM (Human Capital Management) software from its initial stage, overseeing the entire process from data gathering to migration, and ultimately ensuring a seamless launch of the software, including the mobile application component.
2. Developed and implemented multiple HR policies, contributing to the creation of a comprehensive HR manual to streamline and enhance the organization's HR processes.
3. Successfully introduced the 9-box grading system for performance management, facilitating a fair and effective assessment of employee performance and talent development.
4. Conducted a comprehensive market salary survey to benchmark industry compensation trends and best practices. Utilized survey insights to design and implement a competitive grading benefit structure, leading to enhanced employee satisfaction, fair compensation alignment with industry standards, and improved attraction and retention of top talent.
5. Initiated engaging employee activities, including occasions parties, cricket matches, different themed days, and Eid celebrations, fostering a positive and vibrant workplace culture.

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Cell # +92 314-5137431 & +92 321-2148206 Email: waleedwarsi89@gmail.com Page 2 of 5

6. Designed and implemented employee onboarding policies to ensure a seamless and welcoming experience for new hires, leading to increased retention and productivity.
7. Executed employer branding activities through LinkedIn and job fairs, enhancing the organization's visibility and attracting top talent to join the team.
8. Conducted employee engagement surveys to gauge employee satisfaction and identify areas for improvement, resulting in targeted strategies to boost employee morale and productivity.
9. Successfully introduced a training culture within the organization, promoting continuous learning and skill development among employees to enhance their professional growth.
10. Revamped the salary disbursement process, proactively addressing delays, and implementing efficient measures that resulted in timely and accurate salary payments to employees, significantly enhancing employee satisfaction and overall workplace morale.
11. Successfully managed the onboarding process for 3Ps (Third-Party Service Providers), ensuring a seamless integration into the company's operations and creating a collaborative working environment that fostered strong relationships and effective communication between internal teams and external service providers.
12. Actively contributed as a vital member of the HSE (Health, Safety, and Environment) team, participating in various initiatives and projects aimed at promoting a safe and secure work environment for all employees.
13. Played an essential role in the Hygiene Committee, focusing on implementing and monitoring hygienic practices and protocols within the organization to ensure the health and well-being of all staff members.

Responsibilities:

1. ORGANIZATIONAL DEVELOPMENT

Development of structures, systems, and processes that improves organizational effectiveness and facilitate change in the context of achieving business strategy. Conduct regular follow ups and detailed analyses for the sake of identifying and removing deficiencies in existing HR systems and processes. Play a critical role in areas such as HR planning, drafting HR policies and procedures, conducting job evaluation exercises, designing and implementing PMS and L&D, performing HR Audits, and organizational restructuring.

2. TALENT ACQUISITION:

Keep details regarding the vacant positions handy all the time for Management's review. Prepare advertisements for the press (or for display on the website). Shortlist applications matching the required qualification & experience. Conduct initial screening of the candidates. Plan. Prepare Interview Summaries of interview ratings and interviewers' comments, including recommendations for future consideration. Develop & Maintain a Database of CVS for all positions in the organization.

3. TRAINING & DEVELOPMENT

Prepare an Annual Training plan and update it on monthly basis. Send training recommendations of various pieces of training to related department heads for nominating their subordinates. Ensure that the training-related documents are filled. Develop and present Training to employees.

4. COMPENSATION & BENEFITS

Responsible for processing Monthly Payroll for 1400+ employees by, performing the Pre-Payroll related activities by ensuring all the incomplete attendance transactions are completed, all the Over Time is raised correctly, applying attendance filter to Ensure that the data is tagged correctly; ensuring that the employees who have worked on off days are getting paid as per the policy, verification of Bonus & Leave Encashment amount calculated by the system. Design compensation packages based on business goals, and strategy, and Create and analyze job description evaluations and classifications, conducting salary and labor market research to define benchmarks.

5. Industrial Relation (Labor Department, EOBI, SESSI Time Office/ Gate)

Responsible for handling Labor Contractors, General Purchasing, Time Office / Gate, and maintaining addition & separation of employees in the list/portal of EOBI & SESSI, focusing to maintain the industrial peace at the site and resolve all issues on the table. Ensure to maintain discipline amongst workers, Wage Settlement, Employee Old Age

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Cell # +92 314-5137431 & +92 321-2148206 Email: waleedwarsi89@gmail.com Page 3 of 5

Benefits (EOBI), Sindh Employee Social Security Institution (SESSI), and Labor inspectors visited on the site. Handle day-to-day Workers' issues and resolve them daily.

6. MISCELLANEOUS HUMAN RESOURCE SERVICES

Exit Interviews: Conduct exit interviews of staff leaving the service and prepare reports for the information of the Management / Board at the end of the year.

Organize Motivational Event: Organize motivational events such as Intercompany Cricket Tournament to motivate employees in the company.

7. EMPLOYER BRANDING Handling of Magazines, Newsletters, LinkedIn, Job Fairs, etc.

McLean Intelligent Workforce – MIW

Industry: Recruitment & BPO

07th Dec 2018 to July 2020

Manager HR



Responsibilities:

- Responsible for developing recruitment policies and strategies by Company needs and objectives.
- Working with department heads on human capital requirements and ensuring all slots are filled with the right talent at right time.
- Managed Employee Life Cycle Model; from Talent Acquisition to Talent Retention.
- Responsible for end-to-end recruitment i.e. job descriptions review, job advertisements, resource search, interview process, test assessment, offer management, verifications, onboarding, joining documentation, announcements, resignations, final settlements, exit interviews, etc.
- Responsible to manage HR Services Section by timely execution of offers, appointments, transfers, promotions, and various other letters.
- Responsible for an end-to-end employer branding project.
- Responsible for performance appraisals, increment cycle, salary survey, and revision of increment policy.
- Responsible for Training Needs Analysis, Training Compliance Management & ROI.
- Participate in weekly meetings with the department heads, offer the best recruitment solutions as per the company's needs, and identify the best practice to smoothen the recruitment process.
- Handle all the operational activities including payroll processing and bank activities of the employees.
- Formulated and execute HR Operations strategy towards making a culture of employee engagement and high performance. Ensured employees are fully trained and ready to meet their operational and strategic KPIs. Obtain assistance to close any skill gaps or procedure issues in coordination with the OD department.
- Effectively manage individual performance to drive results by implementing efficient work practices, tracking and monitoring key performance indicators, and establishing accountabilities of direct reportees.
- Served as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems.
- Advised Managing Director on appropriate employee corrective actions, including disciplinary cases.
- Worked with senior-level management to create fair and consistent HR policies and procedures, in line with company strategy and market norms.

Poverty Eradication Initiative - PEI

Sindh Peoples Health Program (SPHP)

Industry: Healthcare / NGO

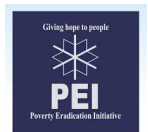
1st March 2017 to 28-Feb-2019

Asst. Manager HR (Department Head)

(Reason for switched – Project End)

Key Attainments:

- Part of the leadership team responsible for the execution of the project from inception.



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Cell # +92 314-5137431 & +92 321-2148206 Email: waleedwarsi89@gmail.com Page 4 of 5

- Established the HR department from scratch, developed HR Policy Manual, policies, and procedures, and designed more than 10 HR-related forms.
- Recruited and developed a strong team at every level ensuring the key positions are filled and departments are functioning as per the Project requirements.
- Led the Recruitment agenda involving the hiring of more than 200 staff, ensuring that the recruitment is done as per the approved policy and procedure. Designed and developed JDs of all positions within the organizational hierarchy. Designed and developed a structured and transparent compensation system.
- Prepared and Submitted HR Budget to the Finance department.
- Development performance management system and completed the annual appraisal cycle of more than 200 staff.
- Successfully processed the Monthly payroll, ensuring that all attendance records are pulled into the system correctly and all leaves are posted to avoid any errors. Prepared monthly reporting for Management for New Starters and Leavers and presented analysis on Employee Turnover based on the Exit interview data.

Responsibilities:

- Orientation of newly hired staff members, working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures, Promoting equality and diversity as part of the culture of the organization, and Liaising with a wide range of people involved in policy areas such as staff performance health and safety.
- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates.
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.
- Training and Development of employees internally as well as through third parties. Providing leadership role in day-to-day operations of the HR functions and responsibilities.
- Maintaining employee data managing leave, and attendance, and ensuring that payroll of staff is processed timely and accurately. Processing probationary evaluations and confirmations, processing employee separations.

Institute of Business & Technology (I.B.T)

3rd January 2013 to 28th Feb 2017


Deputy Registrar – HR Operations/Lecturer:

Head of HR & Faculty Affairs (Reason of switched – Better opportunity)

Responsibilities:



- Recruitment process including creating job descriptions, posting positions, shortlisting, interviewing, negotiating, and onboarding. Orientation of newly hired staff and faculty members.
- Training and Development of employees internally as well as through third parties.
- Providing leadership role in day-to-day operations of the HR functions and responsibilities.
- Maintaining employee data on HRIS. Managing leave and attendance on HRIS.
- Documentation related to bank letters, employment letters, etc.
- Ensuring that payroll for all staff and faculty is processed timely and accurately. Ensuring that supporting data (absences, leaves, etc.) for payroll are regularly and timely updated.
- Planning and execution of employee engagement events, Issuing and maintaining the record relating to disciplinary actions. Processing probationary evaluations and confirmations, processing employee separations.
- Maintaining HR presence on different social media channels including LinkedIn and Facebook. Any other duties assigned by supervisor.



Management Trainee/ Internships		
Organization	Title	Tenure
Mustang Security Services 	Operations Assistant	4 th December 2012 to 1 st January 2013

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Cell # +92 314-5137431 & +92 321-2148206 Email: waleedwarsi89@gmail.com Page 5 of 5

International Textile Limited 	Intern in Corporate Services Department	17 th August 2012 to 17 th October 2012
Dadex Eternit Limited 	Management Trainee Officer -Finance Intern - Treasury Department	1 st January 2012 to 27 th July 2012 27 th Sep 2011 to 31 st Dec 2011

Visiting Faculty	
Sindh Institute of Management & Technology 25 th April 2017 to Dec 2018 (Depends on courses availability)	ILMA University – Formerly IBT 01 st March 2017 to Dec 2018 (Depends on Courses availability)

Publications:

1- INVESTIGATING THE ROLE OF MANAGER'S ATTITUDE ON THE PERFORMANCE OF SUBORDINATES: A STUDY FOR COMPARISON BETWEEN BOSS AND A LEADER.

<https://www.ibt.edu.pk/qec/jbs/12.1/21.pdf>

2- Analysis of role of Advertising on gaining Customer Satisfaction: an study based on Paint Industry of Pakistan.

<http://www.ijmsbr.com/category/volume-5-issue-2/>

3- E-Recruitment Transforming the Dimensions of Online Job Seeking: A case of Pakistan.

<http://www.macrothink.org/journal/index.php/ijhrs/article/view/6161>

Personal Information

Father Name Syed Sabir Ali Warsi
CNIC 42501-3305924-7
Nationality Pakistani
Date of Birth 10th June 1989
Address A-96 Zehra Nagar Sec-38/A, Sch-33, Karachi, Pakistan.

Extra-Curricular Activities

Experience in organizing different Events like Rashan Distribution, Job Fairs, Basant Festivals, Seminars, and workshops.
Attended many research bases workshops and seminars of local universities and HEC

Reference

Reference will be furnished upon demand.