

# IMRAN ALI KHAN



## EDUCATION

Masters in Public  
Administration / HR  
University of Karachi  
2000 – 2004

## SKILLS

- Talent Acquisition
- Employee Relations
- Talent Management
- Leadership Development
- Performance Management
- Employer Branding
- Employee Engagement
- OD and Corporate Culture
- People Development

## CONTACT

Fl # C-303, Madina Luxury  
Apartments, WCHS, Blk-4,  
Gulistan-e-Joher, Karachi.  
M : 0321 2419392 | 0333 2419392  
E : aly.imrankhan@gmail.com

## PROFILE

An Human Resources professional with diverse HR and industry experience specializing in Business Partnering, Executive Talent Hunting, Grievance Management, Negotiations and Employee Relations.

## WORK EXPERIENCES

Human Resources Business Partner  
HUBCO (HUB Power Plant 1292MW & CPHOC 1320MW)  
Oct 2022 – July 2023



- Collaborates with plant and technical managers to align HR strategies.
- Ensures HR initiatives (OD & HR Ops) sync with the plant's business objectives.
- Experience in full-cycle recruitment of plant, including job postings, candidate sourcing, interviewing, and hiring, onboarding, orientation for both thermal and coal plants.
- Identifying employee issues and resolving them through coordination with COE and HR Shared services.
- Works closely with HR center of excellence (TA, T&OD and Payroll team) to implement best practices & bridging between site and central HR.
- Provide expert HR advice and guidance to staff on HR matters, supporting managers in dealing with performance and employee relations issues.
- Ensuring alignment and compliance to core HR processes, procedures, and practices.
- Executing the performance management process of plant.
- Ensuring objective setting, mid year dialogue and year end appraisal process.
- Maintaining organograms, ensuring engagement budget, compliance and keeping a track of HR expenses.
- Identifying retention risks, completion of exit interviews.
- Develop employee engagement action plan, based on GLINT results.
- Implement different employee engagement initiatives onsite.
- Ensure implementation of Recognition Framework like STAR awards.
- Provides support for the onsite training programs to COE.
- Member of crisis management team.

Manager HR  
ACF Pakistan (Action Against Hunger-Pakistan Mission)

For almost 40 years, across 50 countries, we have led the global fight against hunger. We save the lives of children and their families. We are there for them before and after disaster strikes with respect to healthcare, Nutrition, DRR and FSL. We will never give up. Until the world is free from hunger.



Aug 2020– Jun 2022

- Ensuring recruitment as per mission's policy and procedures including the hiring of Doctors, Healthcare professionals, Nutritionists, Quality Assurance Managers, Program Managers, Divisional Teams and Paramedics etc.
- Develop and execute People strategies, programs, processes and policies across the entire employee lifecycle that are aligned with the Mission's policy statement.
- Ensuring retention of employees through advocacy and sufficient organizational culture.
- Custodian of records of all HR documentations.
- Establish operational excellence including leveraging technology and analytics towards creating strong People & HR best practices.
- Build Pakistan Mission a values-aligned organization with a highly acknowledged as a good employer brand.
- Be the steward of Pakistan Mission's Culture and Values. Exemplifying what it means to be human-centered, a partner, future oriented, an owner and able to celebrate along the way.
- Lead the people operations. Ensures HR administration, including personnel files, employment contracts, payroll and benefits accurately maintained as per ACF and Donor regulations.
- Prepare and review payroll (based on salaries, special allowances, social security, etc.) for ACF Sindh staff.
- Monitor and administer the absence management for ACF staff.
- Administers the benefits and insurance program for ACF Sindh staff.
- Support performance and development at individual, team, and organizational levels through a variety of programs and initiatives—including skill development rubrics, creative career pathing, learning & development programming, and talent management

## CERTIFICATES & TRAININGS

- Certification in “**Developing a Diversity, Inclusion, and Belonging Program**” from LinkedIn Learning
- Certification in “**HR as a Business Partner**” from LinkedIn Learning
- Certification in “**Business Intelligence with Excel**” from Innovative Institute
- **Contractual Employment & Labour Laws** : Issues and Challenges in the light of Superior Court Decisions- Arranged by **EMPLOYERS’ FEDERATION OF PAKISTAN**
- Received certification for workshop conducted by renowned corporate trainer **Mr. Babri** on “**Excelling in Service delivery**”
- **IELTS** – 6.5 Band
- Certification in “**School Leadership Program**” from IBA
- Attended workshop session on “**Organization working, values & culture**” conducted by renowned corporate trainer **Mr. Umar Khan**
- Participated in workshop session on “**Customer Centricity**” conducted by renowned corporate trainer **Mr. Baseer Sami**
- **Guest speaker, Iqra University**
- Participated in Fire & Safety Training held at HUBCO

## WORK EXPERIENCES

### Assistant Manager HR

Movenpick Hotels & Resorts

2018 – 2020



Ensuring & assisting Director HR in overall operations of HR & the strategic HR. Working as a HR Business Partner for the organization.

#### Managing Talent Acquisition

- Ensuring the timely fulfillment of all budgeted vacancies with quality resources.
- Ensuring the selection of “smart worker”.
- Branding of Movenpick HR as employer of first choice through creating positive Employee Value Proposition.
- Coordinating with Internal & External Auditors for smooth audits.

#### OD Role

- Planning, Participating & conducting in all kinds of employee engagement activities.
- Ensuring the updation /formulation of basic HR manual & Policy document & formulating the JDs time to time as required.
- Yearly Performance Management Cycle.

#### Employee Relations & HR Services

- Managing Employee grievances. Handling HR Disciplinary cases in consultation with Legal department

### Assistant Manager HR

AKESP (Aga Khan Education Service - Pakistan)

2016 – 2018



Aga Khan Education Services

- Responsible of all south Schools (Sindh-Punjab) HR Operations.
- Recruitment-Talent Acquisition. (pre/post operations of Recruitment)
- Plan, develop, implement and evaluate human resources policies, programs and procedures.
- Partner with heads for headcount planning to facilitate high productivity achievement.
- Plan and maintain staff movements & vacancies in the official talent tracker.
- Ensure positions are filled within stipulated time using the most effective and cost-efficient method
- Arranging Central Recruitment drive
- Negotiations/Employee relations/Grievance management.
- Legal compliance.
- OD-Employee relations/ Organizational Culture improvement programs.

### Executive H.R Services

Martin Dow Limited

2014 – 2015



- “ Employee benefits Management” Specialist.
- Mobiles/SIMs/Insurance claims administration.
- Vendor relationship management.
- Verifying/Raising Vendor invoices as PR from SAP- Operations.
- Responsible for Courier/Logistics management. (Movement of stock/Finished Goods/Promotional Items) Via TCS/LCS.
- Dealing Warehousing facility outsourced by TCS. (Verification & processing of Invoices).

### Supervisor (Sr.Exec) business Center

Warid Telecom (Pvt) LTD.

2005 – 2013



- A key role in ensuring that we deliver on our service promises at all points within the delivery chain and to be the voice of the customer inside the company.