

MALIK WAJHI UL HUSSAIN

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Striving for success - A talented, motivated, and energetic individual having valuable experience in human resource management, looking to secure a responsible career opportunity while making a significant contribution to the success of the company.

ACHIEVEMENTS

- Successfully implemented Timetrax(HR Software) in Maple Pharma.
- Successfully implemented Customized Payroll Management System in Al-Hafi & Co. (Pvt) Ltd.
- Consistently top performer employee rating with number of early promotions throughout my career.
- Successfully managed a team of 5 people during job period in Maple Pharmaceuticals as a team lead.
- As a contributor to change management at DDF Pakistan, I have independently crafted all policies.
- Effectively brought ABHI (Pvt) Ltd on board with Al-Hafi to address labor salary concerns and implement an early wage provision.

EXPERIENCE

Doctor Dairies & Feeds (DDF Pakistan)

Assistant Manager HR

Sep 2023 – Present

Al-Hafi & Co (Pvt) Ltd



Senior Executive HR

Apr 2022–Sep 2023

Maple Pharmaceutical (Pvt) Ltd



Executive Human Resource

July 2020 – Apr 2022

RESPONSIBILITIES

Doctor Dairies & Feed (DDF Pakistan)



- Development and defining of company Vision, Mission and Core Values
- Strategize, develop interventions, and execute activities to reinforce Values and increase employee engagement in employees.
- Conduct TNA, develop training calendar and facilitate and/or conduct training and development activities, monitoring and evaluation of training man hours and training effectiveness.
- Develop and review HR policies; gap analysis, comparison of policies with similar organizations, propose policy to management committee and awareness session on new/revised policies.
- Collaborate with department heads to formulate the headcount budget.
- End to end recruitment process.
- Updating processes, policies, and procedures on ongoing basis.
- Preparing monthly, quarterly, and annual presentations for Board and CEO.
- Contribute to initiatives that foster a positive work culture.

Maple Pharmaceutical (Pvt) Ltd

- Develop and review HR policies; gap analysis, comparison of policies with similar organizations, propose policy to management committee and awareness session on new/revised policies.
- Collaborate with department heads to formulate the headcount budget.
- End to end recruitment process.
- Sourcing, recruitment, assessment, and monitoring & evaluation of internship program
- Planning and conducting Team Building event.
- Development of internal communication strategy and execution of activities to increase employee engagement.
- Looking all the lunch and transport matter of female staff,
- Develop tools for evaluation of different activities.
- Execute the entire payroll process, encompassing EOBI, SESSI, Bonus, PF, Claims, and Gratuity.
- Ensure adherence to SOPs and generate reports on areas of non-compliance.
- Develop job descriptions and organizational charts.
- Conduct the Annual Performance Appraisal cycle, managing objectives, performance reviews, and document completion for audits.
- Collaborate with department heads to formulate the headcount budget.
- Present HR analytics reports to top management for assessing overall HR effectiveness.
- Foster management-employee relations by addressing demands, grievances, and other issues.

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- Manage the entire employee life cycle for Head Office, Plant, and field force, from issuing appointment letters to overseeing the full and final settlement process.
 - Conduct training needs analysis and create training materials for various training and development initiatives.
 - Keep and update records of employees' leave.
- Administration role**
- Overseeing lunch and transportation arrangements for both labor and permanent staff.
 - Coordinating the procurement of items for the lunch menu and managing petty cash.
 - Ensuring the provision of stationary to each department on a quarterly basis as per requisitions
 - Coordinating with vendors for various events.

EDUCATION		
Particulars	Institute	Year
MBA (Human Resource)	IQRA University 	In-Process
BBA (Bachelors in Business Administration)	IQRA University 	2022
IT Proficiencies		Extra-Curricular Activities
<ul style="list-style-type: none">▪ Proficient in Microsoft Office applications, particularly MS Word, MS Excel and MS PowerPoint;▪ On hand practical experience of using payroll software TimeTrax, BMS (In-house software).		<ul style="list-style-type: none">▪ Actively participated in the annual functions at school and college;▪ Represented my school at various interschool tournaments;▪ Participated in inter class cricket tournament.▪ Interests – cricket, badminton and swimming.
AVAILABILITY	One month notice period	