***SHAHNAWAZ KHAN***

*End-to-End HR Solutions, Administration*

*Contact No.: +92-303-2010480| Email:* [*shahnawazkhan465@hotmail.com*](mailto:shahnawazkhan465@hotmail.com)

*Location: Karachi, Pakistan*

*www.linkedin.com/in/shahnawaz-khan-492525b/*

*Seasoned Professional with 20 years of varied experience in leadership roles in large firms with multi geography presence and a track record of turning challenging conditions into success stories through a Proprietary vision, long-term business insight, strategic planning, executive decision-making, critical thinking, and contingency management efficiencies.*

***20 years of accomplished career track***

***► Organizational Development****: | Process Enhancements |Cost Optimization | Team Development | Performance & Quality Standards | Performance Appraisal*

*►****Functional skills:*** *HR Management |Talent Acquisition\ Plans & Procedures | Logistics Management | Vehicles Fleet Management | Administration |*

***► Operational Leadership****: Operational Efficiency Management | Team Management | Staff Development*

***EXPERIENCE***

***Oct 2021 – this date Burhan HR Consultants as******HR Consultant***

***Aug 2020 - June 2021 – Gabitt PK as******Manager HR Operations***

*\*Recruitment \* Training &Development \* HR Policy Formulation \* Business Partnering \*Employee Separation.*

***May 2018 - Dec 2019 NBCL& YOCA as******Group Manager HR***

*\* Recruitment \* Talent Acquisition \* Performance Management \* payroll \* Business Partnering*

***Aug 2016 – Jul 2017 Iftikhar Ahmed & Co, as******Senior Manager HR & Admin****.*

*\*Recruitment \* OD \*HR Operations \* Performance Management \*Security & Surveillance \* Fleet*

***May 2014 - Aug 2016 Saudi Pak Leasing Company as******Senior Manager HR & Admin.***

*\*HR Department Restructuring \* Recruitment \*Policy n Procedures \* Performance Management- \*Training \*Team Development \* Fleet Management.*

***Apr 2011 – Apr 2014 TEJARI Pakistan Limited as******Manager Talent Acquisition &Call Center****.*

*\*Talent Acquisition \* Sourcing \*International Recruiter\* Talent Hunt\* Call Center Training*

***July 2006 – Feb 2011 HASHOO Group as******Asst. Manager HR & Administration****.*

*Provide assistance to GM HR & Admin in all HR & Admin related activities*

***May 2003 –June 2006 Noor Textile Mill as******Assistant Manager HR****.*

*\* Provide assistance to manager HR including Filing Management, Payroll, Attendance, Leave Record Management, and Exit Interviews.*

***Sep 1999 – Apr 2003 Zeal Pak Cement as******HR Officer***

*\*Filing, Attendance \*Salary Sheet \*Advertisement posting\* Interview Arrangement*

***ACADEMICS***

* *EMBA HR from PIMSAT*
* *MBA Marketing from Preston University*
* *M.Com from Sindh University*

***PROFESSIONAL WORKSHOP & TRAININGS***

* *2 Days “Cost Effective Change Management” organized by Seekers International at Lal Qila Karachi.*
* *3 Days Workshop on “HR Leadership” organized by Ingrope Pakistan at Karachi.*
* *1 Day Workshop on “Being the Boss” organized by Ingrope Pakistan at Karachi.*

***IT PROFICIENCY*** *MS Office, ODDO ERP, HRIS, SAAS*

***PERSONAL***

***CNIC#*** *41303-7717695-5 |* ***LINGUISTICS*** *English, Urdu*