

SHEIKH MUHAMMAD ASIF CPHR



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+ ABOUT ME

Proactive decision maker in development, objective stimulating assignments related as Human Resource Business Partner/Employee Relations segment at a middle management level with reputed Domestic/ International Organization. A dynamic Executive with over 11 years of comprehensive experience in Human Resource Management, Talent Management, Development of Employees and Organizational policies, Facilities Management, Personnel Management, implementing cost and time reduction measures.

+ CORE COMPETENCIES

- Strategic Planning & Development
- Talent Acquisition
- HR Administration
- Welfare Activities for workforce
- Employee Relations
- Compensation & Benefits
- Performance Management

+ FUNCTIONAL SKILLS/ KNOWLEDGE AREA

- Successfully implemented monthly HCM (ERP).
- G-Suite Skill
- Experience Technical & non-Technical recruitment.
- Trained Workforce to Fire-Fighting System.
- Organized 8 events for of Organizational business development.
- Implemented different Trainings for employee development.
- Worked on HRIS & Time attendance.
- Managed employees beneficiary accounts (Gratuity, SESSI and EOBI)

+ EDUCATION

2013 To 2017 **Master of Business Administration in Human Resource**
IQRA University Karachi
Human Resource Management
Specialized (OD, T&D, R&S, Compensation & Benefit)

EXPERIENCE

Feb 2022 To CONTINUE

Universal Brushwares (Pvt.) Ltd **Assistant Manager HR**

Application of HR Functions including Development. Prepared of JDs. Prepared of Job Offer letters. Documented and induction of New hired employee. Prepared of monthly payroll sheet of different departments. Analyzed the monthly hand scan attendance sheet. Analyzed the performance of workers in different departments. Maintained the monthly record of new hiring, employee turnover, employee overtimes and loan installments in separate sheets. Maintained the duty rosters of different departments. Created new job vacancies in the market as per requirement. Shortlisting of CVs and conducting interviews. Coordinated with the marketing team and sales new projects.

Feb 2016 To Jan 2022

AnZ Group (Supply chain & Logistic) **HRBP Operations**

Manage the execution of change management and acts as change agent to business through process design that support change and transformation. Deliver comprehensive HR services to the assigned region and coordinate with the management to develop HR plan that support the overall aim of the business. Responsible for end to end supports as per the business plan within the respective Region/domain. Take individual responsibility for developing the culture within the team and align with the overall culture of the Shared Service Centre.

+ PROFESSIONAL TRAINING

- Training conducted on Academic Writing Skills at IQRA University.
- Writing Winning KPIs from Di-Vanci Trainers and Consultant.
- Motivation by Management from SMEDA.
- 5S Training Certificate - UNAP & Toyota

+ PERSONAL INFORMATION

Father's Name: Sheikh Abdul Majeed (Late)

Date of Birth: April 1, 1980

CNIC# 42101-1720897-5

Feb 2014
To
Jan 2016
Feb 2014
To
Jan 2016

Support employees across the Supply Chain, Transportation and Operations teams. An active member of the Supply Chain and Operations leadership team. Balance business partner responsibility with employee advocacy to build a culture of positivity and an inclusive work environment

Jubilee Corporation
Senior HR Officer

Assessed organizational needs in context and assisted in Organizational Development and implementing HR policies & programs.

Adjusted of employee monthly loan and advances in the salaries.

Prepared of opening employee bank salary accounts. Prepared of annual bonuses and other employee benefits. Assisted in Manpower Planning and coordinating with department/unit leaders on organization design and structure.

Managed to set up various HR processes and HRIS. Monitored and evaluate recruitment and placement related activities.

Conducted prescreening interviews and assist in interviewing and selecting candidates.

Developed a pool of qualified candidates in advance of needs for future requirement.

Maintained all pertinent applicant and interview data in the Human Resources Information System (HRIS).

Managed the use of recruiters and headhunters. Performed reference and background checks for potential employees.

Devised job advertisements for vacant positions and post opening in news advertisements, appropriate internet sources.

Liaison with HODs for developing clear job descriptions and ensure that job descriptions for all positions are accurate & up-to-date.

Formulated compensation plan for the new hire and provide administration for employee benefits.

Managed Performance Management System i.e. employee evaluation process and conduct performance reviews with department managers & monitor employee productivity, attitudes.

Coordinated with outsource training team for retail staff trainings.

Formulated and execution of monthly payroll for

Corporate and respective country branches and liaise with finance for the disbursement of salaries.
Formulated and clearance for Full & Final Settlement
Conducted exit interviews to gather feedbacks for talent retain strategy improvement.
Provided information and reports on data such as staff turnover, staff strength analysis.

Dec 2010
To
Dec 2013

Rastgar & Company (Pvt) Ltd
Senior HR & Admin Executive

Developed Recruitment & Selection, HR operations processes, policies, and SOPs within the organization.
Ensured all the Recruitment and HR operations processes are aligned with new HR policies and strict implementation of these policies within organization.
Ensured the recruitment of high quality resources for all the vacant positions in all regions.
Coordinate with department managers to forecast future hiring needs.
Prepared of induction manual and orientation / welcome email for the entire new joiner in company.
Regretted email to all the employees who were called for interview but were not finalized or hired for a position.
Responsible for Joining Formalities i.e. employment letter, joining email, collect academic and other required documents, prepare and coordinate orientation program, execute various employee registrations like, bank account letter, employee card, enrolment in attendance system.
Maintained Employees Record in a proper and efficient way including Employees' Personal files management and employee's database.
Handled the South region's Employees' Old Age Benefits Institution (EOBI) related issues and updating the EOBI Dashboard by adding and deleting employees online and arranging for their EOBI Cards.
Making all the necessary arrangements for Employees' Health Insurance enrollment and claim management.
Executed probation evaluation & confirmation related tasks.
Managed staff training/development program of regional offices.
Executed the performance appraisal process of the South region at the end of each calendar year.
Developed and update objectives, KPIs, and JDs as and when required by the region offices.