



MUHAMMAD JUNAID HAIDER

HR Management Professional || Administration

Administrative & HR Professional with a strong HR acumen with a background in HR administration, recruitment and selection, compensation, employee benefits programs, employee relations, change management, employee engagement, and legal compliance, payroll administration, HR reporting, HR budgeting, Fleet management, HSE. Proven ability to provide critical support in the development and implementation of HR strategies that achieve business results. To obtain a full or part-time position that provides me with the opportunity to use my variety of skills and experience to contribute in a meaningful way to the advancement of company goals. Ability to maintain strong working relationships and build credibility with various employment levels within the organization.



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04 January, 1986



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muhammadjunaidhaider



Nationality: Pakistani || Driving License: Valid U.A.E driving license



AREAS OF CRITICAL IMPACT

- Workforce planning
- Recruitment/ Talent Acquisition
- Onboarding & Offboarding
- Employee Relationship (ERM)
- Change Management
- HR Administration
- Payroll / Benefits administration
- Performance Management
- HR Reporting
- HR Reporting
- HR Policies & Procedures
- Attendance/ Leave management
- Employee Engagement
- Succession Plans
- HR Scoreboard
- SAP Success factors
- Workforce Gaps
- 360 Feedback
- ISO Audits
- KPI's & KRA's
- Retention
- Office Automation (Word, Excel, PowerPoint, Outlook)
- Oracle
- Fleet Management
- H.S.E (Health, Safety, & Environment)



CAREER CONTOUR

- A strategic and solution-driven professional with a track record of achieving organizational set goals and objectives and working within an organizational set budget. Committed to providing innovative and cost-effective solutions, conducting appropriate safety preventive and corrective measures to promote and sustain zero accident culture in organizations.
- Versatile Human Resources Officer with a demonstrated history of working in Holding Groups. Skilled in HR Consulting, HR Policies, Labor Relations, Law, Management, and Employee Training. Proficient in establishing various HR policies, procedures, and employee handbook.
- Experience in managing, implementation, and coordination of a broad range of HR programs including benefits, compensation, performance management, workforce planning, talent retention, and manager engagement.
- Possess a strong drive in ensuring occupational health and safety management system objectives is achieved at all times.



EDUCATION

MBA(HR)
Institute of Management Sciences Peshawar,
Pakistan
2012 - 2013,

BBA-IT (Hons.)
Institute of Management Sciences Peshawar,
Pakistan
2007 - 2011,



TRAININGS / CERTIFICATIONS

- First Aid Training
- HSE Training
- Fire Fighting Training



WORK EXPERIENCE

1) **HR & Admin Manager** **Arabian Automobile Association Dubai UAE** **Aug'2020 to Oct'2022**

Administrative Duties:

- Ensure smooth running of all administrative functions in the office. Supervise all travel arrangements for staff and visitors, including visas and work permits as applicable.
- Arrange office supplies includes pantry stuff, office stationery, furniture, cleaning materials etc.
- Staff accommodation arrangement, negotiation of rentals, contracts and renewals.
- Transport arrangements of staff, rent vehicles, quotation approvals and prepare vehicle rent agreements.
- Schedule office supplies/equipment maintenance and service, final AMC (annual maintenance contract) for office equipment & machines and update maintenance/repairs record.
- Welcome guest/customer/visitor to office, provide assistance with their concerned queries. Respond to emails and phone calls.
- Provide admin support to other departments when required.

HR Duties:

- **HR Policy & Procedure:** Develop and administer HR plan and procedure that relate to company personnel. Plan, organize and control activities and actions of the HR department.
- **Administrative duties:** Update staff record, document HR files, leave management, admin employee grievance, process applications, issue NOCs/letters/circulars, disciplinary actions, HR audits, review/revise HR policy & procedure, assist senior management/department/staff where requires, HR supervision, Initiate, coordinate, and enforce systems, policies, and procedures.
- **Recruitment and Retention:** Workforce plan, develop and oversee recruitment process. Facilitate Job analysis & prepare job description. Recruitment budget approval, job posting, initial screening, schedule & coordinate interview process, onboarding, staff induction, orientations. Retention plans, exit interview.
- **Performance Management:** Oversee coordinate and implement annual performance reviews. Performance appraisals, KPI's & KRA's, performance matrices, HR scorecards, evaluation.
- **Training & Development:** Undertake employee training & development and make recommendations. Upskilling employee, provide in house/outsource training, enhance employee skills, encourage positive and competitive work environment, introduce new techniques that help to develop employees.
- **Compensation and Benefits:** Prepare/revise compensation plan, administer payroll, HR budget. Incentive plans, annual salary reviews, review/update reward/bonus plans.
- **Fleet Management:**
Develops and administer vehicle/equipment asset management processes from procurement to disposition. Schedule vehicle maintenance/service. Order urgent/emergency repair needed. Establish efficient routes and transportation schedules. Maintain driver Logbook. Manage vehicle licensure and registration. Prepare driver schedule on a weekly basis, Check & balance on driver/vehicle.

2) **HR & HSE Coordinator** **Belhasa Driving Center Dubai UAE** **Nov'2015 to Nov'2019**

- **HR Administration:** Update information in HRMS and databases. Keep master tracker of the budgeted employee headcount and a list of all staff and their detail. Follow up admin training courses from starting to end. Keep an up-to-date library of job descriptions for all job roles.
- **Recruitment:** Brief candidates on the Company and role, conducted interviews and provided feedback in line with guidelines. Screened, evaluated, and short-listed candidates on various parameters as per the manpower request and requirement. Advertised vacancies and managed the CV database.
- **On-boarding & Exit:** Managed a new employee's on-boarding. Ensured HR systems and databases are updated with new joiner information. Coordinated the exit of employees following resignation or termination, ensured all clearance is complete, the end of service settlement statement is compiled, arranged for an exit interview to be completed in line with Company standards.
- **HR Service:** Gave guidance and assistance from Group level HR coordinators to all HR/Admins team in company when necessary. Responded to employee's questions regarding HR topics as a subject expert.
- **H.S.E Management:** Provided key H.S.E support activities and ensured that worksite hazard management and Emergency Response Processes are well implemented. Observed and reports all unsafe acts and conditions, near misses, incidents, and accidents. Closely monitored and ensured strict compliance of field workforce with the permit to work system.
- Implemented additional risk control for the effective management of safety performance through work activities. Provided quality coaching and awareness on safety matters to new employees to the industry and project.
- Ensured all required documentation concerning safety are filled, maintained H.S.E notice boards and communicated all safety information to members of staff, establish strong communication and safety awareness within the organization.



GROWTH PATH

Peshawar Youth Organization
HR Volunteer Jan-2010 – Dec-2010



SOFT SKILLS

- Excellent Communication Skills
- Leadership Skills
- Team Management
- People Management
- Critical Thinking
- Problem Solving
- Adaptability
- Change Agent
- Decision Making Skills
- Operational Excellence
- Focused



LANGUAGES

- English ● ● ● ● ●
- Urdu ● ● ● ● ●
- Arabic ● ○ ○ ○ ○

- Hindi ● ● ● ● ●
- Pushtoo ● ● ● ● ●