



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 (AAA) AUGUST'2020 TO OCTOBER'2022

Achievements/Tasks

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 (if needed visiting Amar and Tasheel centers).
- Arrange all office supplies that includes pantry stuff, office stationery, cleaning materials, refresher etc, if any repair required at office or any office machine (arranging supplier).
- Staff accommodation arrangement, negotiation of rentals, contracts, ejari and DEWA arrangement for accommodation.
- Transportation arrangements for staff, renting vehicles, finalizing quotations and preparing vehicle agreements with rentals companies.
- Office supplies maintenance and service, AMC for office equipment (emergency equipment fire extinguishers etc)
- Maintain and update office supplies and equipment records.
- Welcoming guests, customers to office and assisting them with their concerned queries.
- Responding customer, clients' emails, phone call and assisting
- Arranging office furniture
- Admin related documents if needed visiting government offices.
- Support other departments when required.
- Leaves and attendance management, Visa process for new staff and renewals, Trade license renewals.

HR Duties:

- Develop and administer HR plans and procedures that relate to company personnel. Plan, organize and control activities and actions of the HR department.
- Responsible to provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training, and development. Ensure candidate documentation is collected and recorded/filed. Oversee all staff engagement for the country office and manage the new hire orientation and exit process.
- **Recruitment and Retention:** Develop and oversee the recruitment process. Facilitate Job analysis & update job description, KPI's. Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates, onboarding, staff inductions and orientations etc.
- **Compensation and Benefits:** Monitor compensation and ensure internal equity & compliance and benefits are met. Payroll and Budget. Coordinate with Finance Manager in the preparation of monthly Payroll.
- **Other main administrative duties** include overseeing up-to-date maintenance of personnel records, proper management of HR documents such as employment records and onboarding guides and updating internal databases.
- Undertake employee training and development and make recommendations. Oversee the coordination and implementation of annual performance reviews. Employee Relations, Coach, counsel, and discipline employees.
- Work with senior management to resolve employee relations issues pragmatically. Investigate employee relations (grievance and conflict) issues and work to ensure human resources-related decisions are consistent and fair. Initiate, coordinate, and enforce systems, policies, and procedures.
- HR handbook, where highlighted the overall processes and procedures, rules and regulations, do's and don'ts etc.

Fleet Management:

Develops and administers vehicle/equipment asset management processes from procurement to disposition. Scheduling regular maintenance on all vehicles. Ordering urgent or emergency repairs as needed. Establishing efficient routes and transportation schedules. Maintain driver Logbook. Managing vehicle licensure and registration. Preparing drivers schedules on a weekly basis, Vehicle renewals etc.

2) HR & HSE COORDINATOR BELHASA DRIVING CENTER DUBAI November'2015 to November'2109

Achievements/Tasks

- **HR Administration:** Maintained the information in the HRMS and databases. Kept a master tracker of the budgeted employee headcount and a list of all Staff and their details. Followed up Admin training Courses from starting to end. Kept 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



WORK EXPERIENCE

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 ● ● ● ● ●

Hindi ● ● ● ● ●

Urdu ● ● ● ● ●

Pushtoo ● ● ● ● ●

Arabic ● ○ ○ ○ ○