

SAQIB AZAM

HR PROFESSIONAL

PROFILE

A change agent and HR professional with more than 18 years of hands-on experience in change management and mindset transformation. Solidly adept in executing strategic plans for talent acquisitions, retention, and succession planning in Pakistan's largest Telecom (PTCL) with a flair for initiating and leading various projects has given me tremendous exposure and learning.



Contact



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Islamabad



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EDUCATION

Master of Computer Science
Gomal University

AWARDS & ACHIEVEMENTS

- **Support member in Asia's Biggest employee separation scheme in the year 2008**, whereby 30,000 employees opted for Voluntary Separation Scheme (VSS)
- Executed promotional interviews of 300 employees in a record 1 month of time
- Managed execution of 500 transfer/posting cases in a year.
- Actively participated in the development of PTCL HR-Manual (Policy document for different HR functions including Recruitment, Employee Relations, Manpower Planning, and Human Resource Administration).
- Actively executed HR Restructuring program to enhance legacy HR structure in PTCL.
- Proposed a State of Art File Archiving and Management System.
- Re-vamped SOPs for atomization.
- Support Member in Launching EPromotion Cycle across the company in February 2016 to retain efficient performers.

Experience

2017 - Present

PTCL GROUP (NTR – II Region)



HUMAN RESOURCE BUSINESS PARTNER

- Aligning regional employee's data with current data platforms i.e. SAP.
- Initiated/executed engagement/CSR projects bridging trust gaps (Management & Non-Management) resulting in performance and growth in revenues
- Supervising employee's lifecycle (Acquisition, On-Boarding, placement, discipline, retirement/resignation, exit formalities) of the region with more autonomy.
- Inculcate PTCL Values, and transform mindset/culture through engaging/training
- BPR/ Digitalization of processes in the region to be more productive.

2008 - 2017

PTCL GROUP HQ, Islamabad



ASSISTANT MANAGER HR

HR Operations:

- Member of executive management strategic planning team.
- Led corporate project teams for updating HRIS management and keeping a track of 30,000 employees across all regions.
- Managed and implemented re-structuring of the HRO department. (08 sub-departments)
- Advises Zonal HR teams on the implementation of HR policies.
- Managing a segment of 6000 employees for all the cases relating to Transfer / Posting, resignations/terminations as well as End-to-End Out processing of all Officers.
- Verifies all the correspondence (leave cases, LFA cases, Confirmation cases, Disciplinary proceedings, updating employee personal records/ profiles, transfer and posting cases, contract extension cases, etc.) routing in/out in the HRA department.
- Scrutinize documents to resolve issues and complaints submitted by personnel through checking existing records in the company.
- Conduct exit interviews of resigned staff.
- Document scrutiny and reference check of new employees.
- Contract extension of the employee on time-bound contract.
- Confirmation of employees after completion of probationary period.
- Supervise and guide staff of maintaining hiring records and personal files of employees

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SKILLS

Business Acumen

90%

OD & Strategic Thinking

85%

Compensation Structuring

80%

HRIS Technologies

85%

Payroll coordination

80%

Talent Management

90%

TRAININGS & SEMINARS

- E-recruitment arranged by Siemens.
- ERP SAP
- Training on Access control system (ACS) at PTCL H/Q organized by LMKR.
- Communication and Presentation Skills for better customer service.
- On-site training on leadership Development
- Stress Management Training Program
- Achieving Service Excellence Workshop
- HR Seminar arranged by T&D Department PTCL

2008 - 2017

PTCL GROUP HQ, Islamabad



ASSISTANT MANAGER HR

Compensation & Benefits:

- Preparation of appointment, confirmation, and salary revision letters.
- Handle all promotion, Salary increment, Salary Revision, and Probation Confirmations cases
- Developed **EXIT HELP DESK** (From Idea to execution) for a smooth exit from the company.
- **Rollout Team Lead, Voluntary Separation Scheme (VSS) 2014 (More than 200 employees opted in)**
- Respond to employee queries during the VSS project.
- Making data verification and appeal cases.
- Updating employees' information in the database. Managed documentation (like pension papers, VSS packages)

2004 - 2008

PTCL GROUP HQ, Islamabad



EXECUTIVE RECRUITMENT

Team member change agent to revamp recruiting process (PTCL from Govt. towards a corporate entity) with an emphasis on hiring the best possible candidate in a relatively shorter span of time. Sourcing & selecting candidates at all levels across the country, ensuring direct sourcing channels (web portals, social media, etc) for individuals and for bulk hiring and relevant preferred Head Hunters are used.

2001 - 2004

National Institute of Electronics, Islamabad



SOFTWARE ENGINEER

Classified Project

1999-2001

COSMOSOFT, Lahore



SYSTEM ANALYST

Analyzed, prosed, and developed a payroll system at Fauji Sugar Mills Sangla Hill.