**Abdul Shifa**

abdul.shifa@gmail.com | +92 344 5791508 | Peshawar, Khyber Pakhtunkhwa

[www.linkedin.com/in/abdul-shifa](http://www.linkedin.com/in/abdul-shifa)

**Human Resources Manager, Assistant HR Manager, Senior HR Officer,**

**Human Resources Business Partner, Talent Acquisition Specialist**

**Professional Summary**

Experienced Senior HR Officer with over 12 years of vast and diversified experience. Specialized in screening applications, performing background checks, organizing interviews, hiring employees, administering benefits, taking disciplinary action, and identifying training needs. Proficient in communicating daily with administrators to ensure that each candidate's on-boarding process has been accomplished; developing, coordinating, and providing training to newly hired employees; and evaluating each candidate qualifications to ensure that the most highly qualified employees are staffed in their appropriate positions. Proven history of successful execution in complex, multi-faceted, highly competitive environments. Looking forward to leveraging my strong creative thinking, performance management, personnel management, succession planning, HR management, talent management, change management, and human resources skills to exceed organizational goals.

**Skills & Core Competencies**

Human Resource Planning Recruitment and Selection Performance Management

Learning and Development Career Planning Function Evaluation

Rewards System Industrial Relations Employee Participation and Communication

Health and Safety Personal Wellbeing HR`Metrics`&`Reports HRIMS Compensation and Benefits Developing HR Policies and Procedures

Administrative Responsibilities Business Development

**Professional Experience**

**Medical Teaching Institute – Bannu**

**[28th Oct, 2022 to Till Date]**

**Assistant Manager HR**

**M/s. Multiline Employees Provision Services (Abu Dhabi – UAE) [1st Jan 2013 – 7th July 2021]**

**(Under Umbrella of Multiline Group) | Senior HR Officer**

* Coordinate with the Hiring Managers to identify staffing needs.
* Determine selection criteria.
* Source potential candidates through online channels (e.g. social platforms and professional networks)
* Plan interview and selection procedures, including screening calls, assessments and in-person interviews
* Assess candidate information, including resumes and contact details, using our Applicant Tracking System
* Design job descriptions and interview questions that reflect each position’s requirements
* Lead employer branding initiatives
* Organize and attend job fairs and recruitment events.
* Forecast quarterly and annual hiring needs by department
* Foster long-term relationships with past applicants and potential candidates
* Follow all relevant policies, procedures, and processes in order for the daily work to be carried out in a controlled and consistent manner
* Contribute to the identification of opportunities for continuous improvement of processes, practices, work processes, cost effectiveness, and productivity enhancement
* Promote to other employees within the organization the implementation and adherence to policies, procedures, processes, and instructions
* Contribute to preparing timely and accurate reports that concern the line of work to meet the requirements, objectives, and standards
* Ensure the satisfaction of both internal and external customers by addressing their needs in a courteous and timely manner
* Corresponded to ensure that the team promote and maintain a high standard of professional HR practices.
* Consulted with line management, providing HR guidance when appropriate
* Strategic planner for HR department and control the allocated budget for HR
* Provide active and guidance on all aspects of the Human Resources function
* Responsible for investigating and responding to problems, complaints, disciplinary actions & grievance procedures as appropriate.
* Collaborated to maintain good staff relationships and morale amongst staff reporting through effective feedback, recognition, appraisal and development
* Promoted the corporate values and culture of the organization through the development and implementation of relevant policies & procedures and appropriate personal behaviour.
* Provided guidance and inputs on business unit restructures, workforce planning and succession planning.
* Responsible for development and implementation of HR initiatives and projects
* Coordinated as advisor for the learning & development programmes and make sure the effective delivery of training programmes by the L & D specialist to achieve the training KPI’s.
* Recruitment of employees as per plan and client requirement like Engineers, Technician, Technical Supervisors, Nurses, etc.
* Business Development, Handled manpower enquiries, quotation and contract finalization.
* Ensuring mobilization and demobilization of manpower as and when required by client.

**M/s. Islamic International Medical College – Islamabad [15th Sep 2010 – 31st Dec 2012]**

**Job Posting – Railway General Hospital, Rawalpindi (Public Private Partnership).**

**HR cum Admin Officer**

* End to End Recruitment, Plan interview and selection procedures, including screening calls, assessments and in-person interviews
* Corresponded to organize and maintain personnel records. Personal’s file and HRMIS.
* Facilitated to update internal databases (e.g., record sick or maternity leave)
* Prepared HR documents, like employment contracts and new hire guides.
* Responsible for development and implementation of HR initiatives and projects
* Coordinated as advisor for the learning & development programmes and make sure the effective delivery of training programmes by the L & D specialist to achieve the training KPI’s.
* Responsible for investigating and responding to problems, complaints, disciplinary actions & grievance procedures as appropriate.
* Collaborated to maintain good staff relationships and morale amongst staff reporting through effective feedback, recognition, appraisal and development.
* Liaised with external partners, like insurance vendors, and ensure legal compliance.
* Created regular reports and presentations on HR metrics (e.g., turnover rates, absenteeism, per employee Cost, Training and development etc.
* Persuaded to answer employee’s queries about HR-related issues.
* Assisted payroll department by providing relevant employee information (e.g., leaves of absence, sick days and work schedules)
* Arranged travel accommodations and process expense forms.
* Meetings arrangement, scheduling, Minutes of meeting drafting and circulation.

**Civil Secretariat Peshawar [01st Aug 2009 – 31st July 2010]**

**Internee (BPS-17) - Under National Internship Program of Pakistan**

**Cummins Sales & Services – Lahore [1st Jan 2007 – 30th August 2007]**

**Admin Executive**

**Achievements**

* Single handedly End to End Recruitment of 150 – 200 employees (Every Category) consecutively for 7 years for Outages/Shutdown Activities for different Clients in Power Generation and Water Desalination Plants. Maintenance and Contracting (Assembling, Commissioning, Overhauling etc. Taweelah – A & B Power Plant, ITM (Umm Al Nar) Power Plant, S2O&M (Ruwais), S3 (SAPCO) – Ruwais, DEWA – Dubai, ADNOC, Shams Power Plant (Solar Plant – One of Largest in Middle East), Abu Dhabi Shipping Building etc.
* Ensured Developing and implementation of Customized Odoo ERP successfully in Organization.

**Education**

* **MBA in Human Resource Management** from Allama Iqbal Open University.
* **B.Sc.** in Chemistry, Botany & Zoology

**Professional Certifications**

* International Diploma in Occupational Safety and Health Level -6 (British Safety Council),
* NEBOSH – IGC
* OSHAD Registered
* Fire Fighting Training | First Aid Training
* Complete MS Office Training | HIMS (Hospital Information Management System)
* Basic Occupational Health & Safety Training | Stress Management Training

**Computer Skills**

* Proficient with MS Office, Outlook, Power Point, and MS Excel.
* Working in ERP and Peachtree.

**Language**

* English, Urdu, Hindi, and Arabic (Basic).