

# M Nouman Bhatti

[muhammadnouman375@yahoo.com](mailto:muhammadnouman375@yahoo.com)

+923315662116

## BBA & MBA HR

### Manager HR, Experience (7 Years)

### Learning & Performance / OD Professional / Trainer /

### HR Generalist /Talent Acquisition/ Educationist

Islamabad/ Rawalpindi, Punjab, Pakistan.

## Professional Career Summary

A professionally committed, and seasoned individual with almost **7 years of professional HR career** in federal government and public sector university along with educational achievements of **BBA (Distinction) & MBA**, by having a special focus on contemporary HR practices. At present, I am leading my department as **Manager of HR for 600+** headcounts, where I plan, develop, implement, and evaluate various talent management reforms and strategies, and for overall organizational & HR developmental regimes.

I am optimistically looking forward to becoming an indispensable part of a reputable organization, that not only values human capital but is willing to build and enhance human competence through true HR mechanism development. For this, I am equipped with diverse cultural, multi-disciplinary skills leveling positive attitude, problem-solving ability, creativity, and behavioural leadership.

## Core Competencies

Talent Management for Organizational Performance	Acquiring Talent through Behavioural & Psychometric testing techniques	Capacity building for various KRAs, KPIs & CSFs
HR Operational Excellence with Service Quality	Organizational Development through Performance & Behavioral mgmt.	Training for Capacity & Competency building
HRD Policies & SOPs /QMS ISO 9001:2015 Audit mgmt.	Job Analysis and Succession Planning by Employee Engagement & Motivation	HRIS / ERP/ EOBI / ME/ Gratuity/ PF /LE/

## HR Policy Development and Implementation

- Recruitment & Selection Policy
- Performance Appraisal Policy
- Training & Development Policy
- Employee Retention Policy
- Grievance Policy
- Development of JDs alongwith KPIs of each employee
- Remote Working policy

## Positions Served

- Manager Human Resource (HR)
- Assistant Manager Human Resource (HR)
- Management Trainee Officer (HR)
- Admin Assistant
- National University of Medical Sciences (NUMS)
- National University of Medical Sciences (NUMS)
- National University of Medical Sciences (NUMS)
- Naval Headquarters Islamabad



## **Work Employment History**

**Manager Human Resource Management, National University of Medical Sciences (NUMS), Rawalpindi, Punjab, Pakistan.**  
**2022 to date (1Y 6M)**

### **Performing Job Duties**

- Identify and assess future and current training needs through proper job analysis, working closely with various leaders across the organization, and having a full understanding of their units and training requirements for both Open Enrollment Programs – **OEP** & for Organizational Customized Programs – **OCP** for meeting **JCIA** requirements.
- Managing career progressions, annual performance appraisals, and consultation with line managers.
- Overseeing the full recruitment cycle, in particular contract preparation.
- Acclimate new hires to the business and conduct orientation sessions across all levels.
- Planning training programs based on business goals with the Implementation of coaching sessions and mentorship programs to establish a culture of continuous learning & improvement.
- Create and execute learning strategies and programs for individual and organizational development needs by mediating for delivering e-learning courses, workshops, and TOT.
- Crafting career plans and maintaining a keen understanding of emerging training trends, and best practices w.r.t traditional and modern training methods (mentoring, coaching, on-the-job or in-classroom training, e-learning, workshops, simulations, etc.)
- Using performance reviews and skills gap analyses to identify training needs per department, team, and individual by using Return on Training Investment – ROTI
- Development of HRMIS and Job portal with IT Team.

**Assistant Manager Human Resource Management, National University of Medical Sciences (NUMS), Rawalpindi, Punjab, Pakistan.**  
**2018 to 2022 (3Y, 6M)**

### **Performed Job Duties**

- Planning, designing, conducting & evaluating candidate for fresh recruitment.
- Designing of complete HR Manual, forms, and SOPs having an emphasis on the educational Industry
- Designing and managing deployment related to HRIS-Flow HCM / ERP
- Organizational development through service quality and system/method development
- Succession planning and development of talent retention and training plan for all employees
- Attendance, Leave, work from home Policies Implemented with Leave encashment incentive
- Managing Induction management (end to end) with Implementing HR legislation, grants, contracts, and grievance & conflict management
- Organizational development through balanced scorecard & business strategy development
- Group health and life insurance programs along with EOBI and social security matters



**Management Trainee Officer (HRM), National University of Medical Sciences (NUMS), Rawalpindi, Punjab, Pakistan.**

**2018 to 2018 (6M)**

**Training Program**

I spent a total of around 1000 working hours at NUMS in this training program, after being introduced to everyone in orientation session, the program was initiated. This training program consisted of three main activities which included the morning meetings, LGIS and rotation in various directorates. Firstly, morning meetings had brain storming and creative thinking sessions which have improved my decision-making skills and enhanced my ability to view the matter from the holistic view and then critically analyze specifically and modularly. Secondly, LGIS on the areas of management, finance, information technology and leadership enhanced my knowledge, skills, abilities and attitude. Moreover, ten different rotations in the directorates of NUMS have increased my practical knowledge and experience about how a university works.

**Admin Assistant Naval Headquarters Islamabad, Pakistan**

**2016 to 2018 (1Y, 6M)**

- Responsible for operational activities of company guests including HR operational support, fleet management, employee record keeping, and management
- Winner of best performer title based on annual performance evaluations
- Communicating with and coordinating services with external vendors.
- Prioritizing tasks and managing time efficiently to meet deadlines.
- Managing sensitive and confidential information with discretion and integrity.
- supporting human resources functions, such as new employee onboarding and maintaining personnel records.
- Handling and organizing incoming and outgoing emails, letters, and other communications. This includes drafting and proofreading documents.

**Academic Achievements**

**MBA – (Human Resource Management) 2015-2016**

International Islamic University, Islamabad, Pakistan

**Scholarship Winner with CGPA 3.55/4.00**

**Bachelor of Business Administration (Management) 2010-2010**

International Islamic University, Islamabad, Pakistan

**Scholarship Winner with CGPA 3.84/4.00 (Distinction)**