JAWAD KHAN

MANAGER HR & Talent Acquisition

Associated Industry Limited, Amangarh

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Manager HR Operation/ Recruitment/ Manpower Planning, administration.

Summary:

Result Driven HR & Admin Manager with 14 plus years of experience in overseeing daily operations, optimizing administrative process and providing exceptional leadership. Seeking to contribute my skills and expertise to progressive organization that values efficiency, teamwork, and continuous improvement. Summary of Qualification: Proven track record of effectively managing administrative functions, including budgeting, resource allocation and staff supervision. Strong ability to streamline process, enhance productivity and ensure compliance with organizational policies and procedures. Excellent communication skills (Ielts Qualified)

# LANGUAGES

PASHTO ENGLISH URDU ARABIC

# DRIVING LICENSE

Driving license category LTV Pakistan

# WORK EXPERIENCE

**Associated Industries Limited (Shama Ghee Mills)**

Nowshera

May 2022 - Present

**QAZI & BROTHERS GROUP.**

Mardan,KPK

Aug 2020 – May 2022

**Manager –HR -Operations**

Responsibilities/Tasks

* Planning and coordinating administrative procedures and systems and devising ways to streamline processes
* Recruiting and training personnel and allocate responsibilities and office space
* Ensure the smooth and adequate ﬂow of information within the company to facilitate other business operations.
* Provide coaching and onboarding mentorship to new team members
* Handling and regularization of EOBI & ESSI with all other Govt Deptt.
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Monitor costs and expenses to assist in budget preparation.
* Researches HR issues, develop options and solutions and draft proposals, business cases and policies as required.
* Supports the GM HR with the scoping of ongoing activities, identification of work ﬂow.
* Meet and lead the talent acquition requirements for plant operation.
* Oversee the factory HR operation for different units.
* Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
* Organize and supervise other office activities (recycling, renovations, event planning etc.)
* Ensure operations adhere to policies and regulations
* Keep abreast with all organizational changes and business developments.
* Recruitment & Sourcing, On-boarding, Exit interview.
* Payroll & benefits Compensation

## AM- HR & Admin Operation

Detergent Manufacturing Responsibilities/Tasks

* Administrative Support and Onboarding
* Oversees the daily workﬂow of the department.
* Handles discipline and termination of employees in accordance with company policy.
* Independently prepare more complex documentation, reports, charts, graphs, and spreadsheets at designated intervals and as requested.
* Prioritize and resolve inquiries (phone, e mail, in person)


# PERSONAL DETAILS

Nationality Pakistani

Marital status Married

**YALJ GROUP, KSA**

Apr 2015 - Apr 2019

**ALKADI GROUP HOLDING**

Dammam, KSA

Mar 2014 - Apr 2015

## HR & Recruitment Coordinator

Responsibilities/Tasks

* Responsible for Talent Acquisition by preparing JD's, Posting Ads, CV Screening and initial HR Assessment (Telephonic & Video Calls) of candidates along with managing the hiring process.
* Responsible for Orientation of the new joiners.
* Responsible for the Health Policy, Accommodation, Annual Leave and travel arrangement.
* Oversees and maintains various files and records. Manages sending, receiving, processing and distribution of mail and packages.

## Recruitment Specialist

Real Estate, Engineering & Tensile Structure Manufacturing Responsibilities/Tasks

* Provide primary receptionist and office support duties by answering incoming calls, routing callers or providing information as required. Takes and transmits messages, greets and directs members of the public, maintains clean and presentable office. Scans, collates, binds, photocopies and faxes documents.
* Responds to basic requests for information and routine questions in person and through written correspondence. Responds to inquiries regarding services or information; directs individuals to appropriate personnel as necessary to resolve concerns and complaints.
* Schedule and maintain a calendar of appointments, meetings, and travel itineraries, and coordinate related arrangements.
* Explain policy/procedures to other parties based on knowledge of the company and department
* Schedules and supports meetings, trainings, and special events to include reserving space, preparation of materials and finalizing meeting minutes.
* Monitors and maintains inventory of equipment and other office supplies, and orders supplies as necessary.
* May provide lead direction for lower level support staff.

#  **SHASCO TELECOM Recruitment Officer**

 Riyadh KSA

 May 2011 – Sep 2013 Liaise with other managers to determine staffing requirements

Use internal and external systems to advertise job vacancies as appropriate

Ensure compliance with employment and data protection related legal requirements

Assist other managers to process job applications and respond to queries

Organize and take part in interview procedures as required

Develop and keep up to date policies relating to employment and other human resources issues

# EDUCATION

**INSTITUTE OF MANAGEMENT SCIENCES**

Peshawar

2007

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**

Islamabad

2021

**MBA**

**CHRP**

# SKILLS

WRITING SOCIAL MEDIA

BUDGETING PLANNING

EVENT PLANNING OPERATIONS

TIME MANAGEMENT TALENT ACQUISITION

COMMUNICATIONS

ONBOARDING SOURCING

MANAGEMENT TEAM BUILDING

TEAMWORK COORDINATING

RECRUITMENT EMPLOYER BRANDING

 HUMAN RESOURCES MANAGEMENT TIME MANAGEMENT