



MUHAMAD OSAMA PARACHA

Talent Optimization Certified Leader©

[_linkedin.com/in/osama-paracha-cto/](https://www.linkedin.com/in/osama-paracha-cto/)



samparacha0@gmail.com

+92-333-9649695

Skills

- Employee Recruitment
- Oracle/ERP/HRIS
- Staff Management
- Employee Relations
- HR Policies
- Talent Acquisition
- Optimizing performance
- PM & L/D
- Compensation & Benefit

Education

2018-2020

KUST

MBA- HRM

(3.34/4.00)

2011-2015

IIU Islamabad

B.B.A(Hons)- HR

(2.82/4.00)

Certifications

- Talent Optimization Certification - Predictive Index
- Data Visualization In Excel Start-Tech Academy
- 10 Laws of Personal Success Udemy
- HXM- SAP

Trainings

- First Aid & Fire Safety– Rescue 1122
- Work At Height –KCCL
- Effective Time Management Training – KCCL
- Confined Space- KCCL
- Communication Skills Training KCCL

Professional summary

Results-driven Human Resources Business Partner skillful in strategic planning, policy integration and performance improvements. Always pursuing ways to maximize efficiency, employee satisfaction and cost savings. Strong background in hiring, Corporate Jds ,Learning & development.

Professional Experience

February 2022– Present

Maple Leaf Cement Company | Mianwali

Deputy Manager HR

- Specific focus on employee advocacy / engagement, HR fundamentals and process training, employee relations management, performance management, career development, talent assessment, acquisition and retention, and workplace investigations.
- Ensure that all employee relations issues are properly identified, reported, investigated and resolved
- Provide advice and counsel to managers and employees to ensure consistent application and integration of policies, procedures and practices at 100% compliance to promote an ethical and compliant work environment
- Leading key HR processes including compensation planning and compliance, to include any identified learning & training needs
- Provide coaching and mentorship to new team members
- Employer branding through Career Fairs, Recruitment Drives in technical institutes, Institutes visits, Internships, advertisements, and new employee orientation etc.
- Playing a key role in ensuring & the successful implementation of HR system throughout the organization with Continuous working on Oracle
- Identify key critical positions and execute the MTO / Associate Engineers Program for the succession planning of Executives as well as Non-Executives
- Design & Implemented Technical training plans for development of non-technical resources
- Designed Event Calendar to ensure Employees engagement through different events
- Conduct & Lead plant meetings to understand the current and future needs and provide support
- Organized training sessions for executives / non- executives as per business needs and to improve the skill / competence
- Provide support to DGM HR in designing policies, various forms & induction programs.
- Human Resource workforce annual planning & budgeting.
- Identify ways to improve policies & procedures
- Conflict Management & conducting TNA for all roles
- Develop reports to track metrics such as employee turnover, headcount and new hires.

July 2016– Jan 2022

Kohat Cement Company | Kohat

Sr.Executive- HRBP/HR Operations

- Identify training needs and create or procure a professional development curriculum.
- Interrogates the departmental strategy, and determines resource and talent requirements to deliver the strategy.
- Complete Technical Recruitment
- Develop reports to track metrics such as employee turnover, headcount, and newhires.
- Forecast expected personnel demands and developed forward-thinking approaches to achieve objectives.
- Develop and enact HR policies that support related to hiring, employee morale, and retention.
- Managing Trainee Program from initial level (TNA) to evaluation.
- Employee's operational matters (leaves, loan, attendances, Bonus, Gratuity & medical)
- Talent Management Department (complete employee cycle) onboarding, development, rotation, retention, and succession planning.
- Develop company-wide "Pay Scale" and "Grading" Structure in line with companies in a similar industry and review of "Pay Scale" and benefits to ensure continual competitiveness in changing economic and industry/company conditions.
- complete the hiring at Organizational Level (Head Office & Plants) in the due time frame.
- Annual companywide performance evaluation process. (Management, Non-management & workers).
- Employer branding, engagement and retention programs, and recruitment drive activities.

Aug 2015 – July 2016

Babri Cotton Mills | Kohat

Assistant– HR/ Admin

- To ensure for the appropriate working environment for all employees of the company.
- To monitor/supervise proper provisions of furniture & fixture, and safety/security measures, etc.
- To hold periodical meetings with Heads of Departments/Managers and concerned staff to discuss departmental issues/ problems & find out the solutions thereof.
- To take immediate & appropriate action against the persons/ employees responsible for damaging the assets and goodwill of the company.
- To manage and look after EOBI (Employees Old-Age Benefits Institution), PESSI (Punjab Social Security Institution, Workers Welfare Board, Labor Office, and other government departments.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Responsible for payroll preparation by providing relevant data such as attendance, leaves, absents, etc.
- To monitor and control the admin expenses within the budgetary provisions.
- To manage Stationery Requirements for all employees of the warehouse.
- To check, prepare and keep a month-wise record of Log sheets of company vehicles
- Streamlined HR efficiencies, coordinated new hire orientations and provided on-boarding and training for new employees.