

SHEIKH NAVEED AHMED

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QUALIFICATIONS SUMMARY

Accomplished, result-driven talent developer and human resource professional with extensive years of corporate experience. Engages and trains a diverse employee base based on their specific needs. Prepares and maintains documentation for internal and external audits. Negotiates on legal, industrial, and employee-related issues for the organization. Develops policy frameworks and organization structure to achieve business goals and address areas of development.

CAREER HIGHLIGHTS

- ✧ 24 years of professional experience as a human resources professional with a significant experience in supply chain of various medical and engineering tools
- ✧ Delivered highest cost savings of PKR 150 Million in one fiscal year for the HR department of MPCL
- ✧ Led the recruitment and development program of the largest 3D seismic exploration project of Pakistan
- ✧ Implementation of several surveys and audits by reputed national and international consultancy firms such as Hay Group and Renior Group

SKILLS & EXPERTISE

Strategic Planning
Training and Development
Human Resource Management
Employee Engagement
Talent Acquisition and Management
Compensation and Benefits
Industrial Relations
Performance Management
Organizational Development
Procurement
General Administration

2017 - Present

PROFESSIONAL EXPERIENCE

MOLA Group: Self Employed

I founded MOLA Group as a trading company, focusing on the supply chain for diverse products. During COVID-19, our focus shifted towards the procurement of medical equipment and chemicals, marking a significant growth phase. We successfully managed industrial coal supply chains worth up to 30 million PKR, eventually expanding into mining and mineral procurement. My tenure at MOLA Group has been marked by the development and implementation of various procurement strategies, enhancing both operational efficiency and business scalability.

- Developed and executed procurement strategies aligning with business objectives, ensuring efficient and safe operations.
- Conducted thorough supplier analysis to select high-quality, cost-effective vendors, enhancing product quality and competitiveness.
- Led negotiations with suppliers to optimize cost, quality, and lead times, resulting in significant benefits for the company.
- Evaluated supplier proposals and contracts, ensuring technical, legal, and financial soundness.
- Implemented procurement strategies to achieve cost savings targets, managing and reviewing supplier performance for continuous improvement.
- Created and maintained a supplier categorization database, utilizing technical and financial data for strategic sourcing decisions.

Mari Petroleum Company Limited (MPCL): Islamabad, Pakistan

Manager Human Resources

2007 – 2016

- ✧ Achieved savings of PKR 150 Million during the year 2015-16 alone, and contributed to approximately 40% cost savings of the entire organization
- ✧ Won National HR Best Practices Award for two consecutive years in 2014-15 and 2015-16 while competing with major national companies for HR department
- ✧ Functioned as a centre point of contact for the entire administration, HR, and procurement related issues, and also managed Industrial Relations projects
- ✧ Led a team of 25-30 employees and reported to the General Manager HR
- ✧ Negotiated on legal, administrative, labor union issues for the organization
- ✧ Implemented SAP-HR Modules while also coordinating with the senior team managing the implementation of other SAP modules

Assistant Manager HR, Senior HR Officer, HR Officer

1992 - 2007

- ✧ Function in different roles within HR during this tenure, and attended various in-house and international trainings
- ✧ Managed and developed expertise in HR operations in 360-degree perspective, including areas of policy development, talent acquisition, organization development, R&D, industrial relations, and payroll systems

EDUCATION AND CERTIFICATIONS

Human Resource Management and Career Development

London Management Centre, UK

2010

Project Management

Marcus Evens, Malaysia

2009

Creating the Human Capital Edge

Marcus Evens, Malaysia

2005

Executive Masters of Business Administration – Management Information Systems

Preston University, Islamabad, Pakistan

1998 - 1999

Bachelor of Science – Mathematics and Statistics

University of the Punjab, Lahore, Pakistan

1987 - 1989

TECHNOLOGY AND TOOLS

Well-versed in SAP System, Microsoft Office (Word, Excel, Powerpoint, and Outlook), Payroll, Databases, and Humand Resources Information System