

# Mian Adnan Nabi

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## Profile Summary:

Dedicated and results-oriented professional in human resources management. Proven expertise in talent acquisition, employee relations, recruitment and onboarding, employee engagement, conducting training and development, benefits administration, conflict resolution, and policy development. Adept at fostering a positive and inclusive workplace culture while ensuring employment laws and regulations compliance. Strong interpersonal and communication skills and a deep commitment to promoting employee growth and organizational success. Seeking to leverage my HR knowledge to contribute effectively to a dynamic organization.

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## EDUCATION:

- **Master in Business Administration-MBA (1.5)** Northern University Nowshera-2015
  - **Bachelor in Business Administration-BBA(Hons)** The University of Agriculture Peshawar-2011
  - **Intermediate in Pre-Engineering** (BISE-Peshawar-2007)
  - **Matriculation in Science** (BISE-Mardan-2005)
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## WORK EXPERIENCE:

### **Employment Record**

**Date of Employment:** November 2022, to date

**Employer:** Liaison Corporation (Pvt) Limited

**Position Held:** Senior Human Resources Officer

**Reporting Line:** Chief Executive Officer

### **Key Duties/Responsibilities:**

- Prepared section-wise TORs i.e., Financial Management Unit, Office Management Unit, Program Management Unit, Research & Innovation Unit, Public Relations, and Marketing Management Unit.
- Prepared revised Job descriptions/MOVs for all staff members.
- Established a new pay scale and reshuffled current staff.
- Revised and updated the HR policy manual.
- Responsible for monthly staff payroll preparation, updation, and forwarding to the Team Lead Financial Management Unit for compliance.
- Lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.
- Conducting annual performance appraisal for 2022-2023.

- Facilitate effective communication between management and employees.
- Taking notes and minutes during meetings with executive staff and the core team of Liaison Corporation (Pvt) Ltd.
- Responsible for maintaining the general filing system, attendance record, and leave record.
- Manage the end-to-end recruitment process, including sourcing, screening, interviewing, and selecting qualified candidates.
- Facilitate the onboarding process for new hires, ensuring a smooth organizational transition.
- Any other legal tasks assigned by the Chief Executive Officer.

## **Employment Record**

**Date of Employment:** July 2021, to October 2022

**Employer:** Liaison Corporation (Pvt) Limited

**Position Held:** Human Resources Officer

**Reporting Line:** Manager HR

## **Key Duties/Responsibilities:**

- Assist Manager HR in maintaining official documents.
- Assist Manager HR while interviewing applicants for minority youth exposure program (MYEP).
- Prepared all databases for minority youth exposure program (MYEP) i.e., Applicant's name, father's Name, cnic, age, contact no, faith/Religion, address, education/institution.
- Sequenced all databases faith-wise i.e., Christian, Hindu, Kalash, Sikh.
- Informed selected female applicants via phone calls for Islamabad & Azad Jammu Kashmir (AJK) trip and received their feedback.
- Prepared chest cards for applicants as well as for the management team.
- Informed selected male applicants via phone calls for the Lahore trip and received their feedback.
- Assist the program manager while reviewing the pre-assessment and post-assessment forms of those applicants who visited Islamabad & Azad Jammu Kashmir (AJK).
- Assist Manager HR while maintaining personal files of all employees in hard as well as in soft.
- Assist Manager HR while maintaining & and monitoring staff timesheets and leave records.
- Assist manager HR in planning organizing & recruitment process.
- Assist manager HR in preparation of monthly payroll of all staff.
- Maintain and update the staff record.
- Assist Manager HR in administration and supervision of staff.
- Assist Manager HR in developing training and development programs.
- Assist Manager HR in recruiting, training, and developing staff.
- Maintain salary and payroll records of all staff.
- Making sure that staff gets paid correctly and on time.
- Organizing staff training sessions and activities.
- Assist Manager HR in monitoring staff performance and attendance.
- Assist Manager HR while interviewing applicants for the UET- Peshawar Project.
- Prepared Offer letters for selected candidates and informed them via email.
- Arranged orientation and training sessions for selected candidates at the main conference hall

of Liaison Corporation (Pvt) Ltd and assigned their job duties and responsibilities.

- Prepared personal files for newly hired project staff and signed joining reports.
- Led delegation of Madaris students as a Deputy Team Lead in Madaris students' exposure program sponsored by Auqaf Hajj Religious and minority affairs department Government of Khyber Pakhtunkhwa and implemented by its implementing partner Liaison Corporation (Pvt) Ltd where students visited Historical places, Center of excellence, educational institutions, and religious places.
- Provided HR- data for ongoing, anticipated, and completed projects in the last one and a half years.
- Updated employee resumes in the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) required format.
- Prepared Work Plan for upcoming Projects.
- Provided management consultancy services during the Interfaith Harmony Conference (IFHC)
- Any other legal tasks assigned by the manager.

**Employment Record**

**Date of Employment:** March 2021, to June 2021

**Employer:** Liaison Corporation (Pvt) Limited

**Position Held:** Event Organizer

**Reporting Line:** Manager Events & Operations

**Key Duties/Responsibilities:**

- Maintaining a working relationship with vendors and venues.
- Planning event aspects, such as venue, seating, dining, and guest list.
- Delegating event planning tasks to other staff members where necessary.
- Demonstrating clients' strong knowledge of venues and vendor offerings and taking clients on tours of venue possibilities.
- Coordinating event entertainment, including music, performers, and guest speakers.
- Staying under budget while planning event specifications.
- Issuing invoices, collecting payments promptly, and creating comprehensive and readable post-event reports.
- Any other legal tasks assigned by the manager.

**Employment Record**

**Date of Employment:** May 2018 to September 2019

**Employer:** The Tarnab Educator School

**Position Held:** Vice Principal

**Reporting Line:** Principal

**Key Duties/Responsibilities:**

- Liaising with various departments and forwarding any issues or suggestions to the principal.
- Helping develop and review budgets, school policies, rules, and regulations.
- Attending and participating in meetings with staff, parents, and other officials.
- Assisting with recruitment, training, and onboarding of all new staff.

- Planning and organizing school events and field trips and assisting with various committees.
- Establishing reports and maintaining relationships with parents, staff, and students.
- Sitting in on disciplinary hearings and providing advice for at-risk students.
- Updating student and school records.
- Remaining active and visible on field trips and during school functions.
- Any other legal tasks assigned by the principal.

### **Employment Record**

**Date of Employment:** May 18, 2011, to June 10, 2014

**Employer:** The Educator School

**Position Held:** Assistant Admin Officer

**Reporting Line:** Admin Officer

### **Key Duties/Responsibilities:**

- Greeting and directing visitors, answering phone inquiries, and handling complaints courteously and professionally.
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
- Ensuring the confidentiality and security of files and filing systems.
- Coordinating schedules, arranging meetings, distributing memos and reports, and ensuring that everyone is kept current with necessary organizational news and information.
- Operating copy equipment, fax machines, printers, or other equipment necessary.
- Any other legal tasks assigned by the Admin Officer

## **Leading The Charge In Talent Acquisition To Build A Dynamic Project Team.**

### ➤ Provision Of Communication/Marketing & Logistics Services

**Donor/Client:** University of Engineering & Technology Peshawar

#### **Project Components:**

- Strategic Planning
- Strategic Communications
- Project Management
- Logistics Services

### ➤ Capacity Building & Skill Development of the Students of Deeni Madaris (KP & Newly Merged Areas)

**Donor/Client:** Auqaf, Hajj, Religious, & Minority Affairs Department Government Of Khyber Pakhtunkhwa.

#### **Project Components:**

- Capacity Building (Training) & Awareness Program for Madaris Youth/Students
- Capacity Building (Training) & Awareness for Madaris Teachers.
- Minority Youth Leadership Conference

- **Revamping and Improving Uptake of Jawan Marakiz in KPK**  
**Donor/Client:** United Nations Development Program (UNDP)  
**Project Components:**
    - Soft & Employability Skills Training
    - Seminars, Workshops & Conferences
  
  - **Celebration of Religious Festivals of Minorities, Interfaith Harmony Conference & Minority Youth Exposure, and Adventure Program**  
**Donor/Client:** Auqaf, Hajj, Religious, & Minority Affairs Department Government Of Khyber Pakhtunkhwa.  
**Project Components:**
    - Soft and Employability Skills Training Program
    - Inter Faith Conferences
    - Exposure & Adventure Programs
    - Talent Hunt: Art & Music Competitions
    - Celebrations of Religious Festivals
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## Languages:

**English:** proficient

**Urdu:** proficient

**Pashto:** proficient

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## Awards & Certificates:

- ☐ Appreciation letter from the Chief Executive Officer in recognition and appreciation of the constant effort and exceptional contributions to the organization
  - ☐ Progressive employee of the year award 2022-23
  - ☐ Office Automation
  - ☐ Typing
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## References:

### Muhammad Iqbal

Monitoring Evaluation & Reporting Specialist-Liaison Corporation (Pvt) Limited.

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### Arshad Hussain

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