

AMUN

SIDDIQUI

PHRi

An effective planner, a powerful communicator, a confident presenter and an inquisitive Human Resource professional.

Working as a Human Resource Business Partner acts as an internal consultant by analyzing and recommending solutions to key business leaders using people data. I am very keen to expand my professional horizons by seeking and meeting new challenges in the HR world. With a strong educational background, I have been commended repeatedly for my efforts. Moreover, I have had a considerable experience working in a team environment as well.

Phone
+92-331-3352551

Email
Amun.siddiqui@hotmail.com

Location
Karachi
Available for relocation

EXPERTISE

Creativity & Expression
Presentation Skills
Coordination with multiple Teams
Communication skills
Planning & Execution
Project Management
Data Analytics
Managing Teams
Prioritization

SKILLS

Microsoft Applications: MS Excel, MS PowerPoint, MS Word, MS SharePoint, MS OneNote, MS Visio, MS Outlook, Canva
Strong Analytical Skills, Creative, Team Player, Facilitator, Diligent, Organized, Persuasive
Ability to Work under Pressure; **Energetic Attitude; "Can do" attitude**
Good team working ability and can analyze difficult situations timely.
Fluent in English and Urdu with excellent oral and written communication skills.

EMPLOYMENT EXPERIENCE

Smollan Pakistan Field Services

PEOPLE MANAGER – Unilever & PTC



March 2019 - Present

RESPONSIBILITIES:

- ✓ To manage the operational function of Talent Acquisition and ensure that the team reaches targets by monitoring individual performance on a constant basis.
- ✓ Mentors team and gives constant real-time support in terms of query resolution and in providing recruitment solutions to the Business.
- ✓ Work closely with HR Team to monitor and help them in the whole cycle of recruitment.
- ✓ Partnering with hiring managers to determine staffing needs
- ✓ Co-ordinate and communicate the process involved in annual performance appraisal processes, assist in consolidation and finalization.
- ✓ Assist in developing the Performance Improvement plans and Personal Development plans of employees.
- ✓ Ensuring compensation and benefits plans are cost-effective and competitive
- ✓ Work closely with HR team and Operations Team for ensuring timely completion of @30, @60 and @90 days onboarding program after joining which leads to the decision on employee confirmation post probation period or extension or separation as appropriate.

Feroze1888 Mills

HR Generalist

October 2018 – March 2019



RESPONSIBILITIES:

- ✓ HR operations and related controls and compliance.
- ✓ Annual Talent reviews and action plans with Business management.
- ✓ Administration of Mid years and annual performance management
- ✓ Training and development (TNAs, development plans, improvement plans and coaching/counseling)
- ✓ Disciplinary management and Code of conducts.
- ✓ Administration of HR policies and procedures and providing guidelines and interpretation to Staff
- ✓ To provide continuous support and feedback to corporate HR in developing new HR systems and intervention for improvements.
- ✓ Liase with Line Manager and HoDs to monitor performance of employees

ACHIEVEMENTS

Working as a Human Resource Business Partner acts as an internal consultant by analyzing and recommending solutions to key business leaders using people data.

Design & develop assessment center for internal hiring's

Design and develop new SOP of recruitment and onboarding process.

Successfully conduct HR Audits for proper compliance of the policy and procedures.



Pakistan State Oil Company (PSO)
Internee - HR
June 2014 - July 2014

EXTRA CURRICULAR ACTIVITIES

Volunteered – Red Crescent Society

Volunteered – lamKarachi Festival

Participated in National Level Debate Competition

Hilal Foods Pvt Ltd

Senior Executive – HR

January 2017 – October 2018



Responsibilities:

- ✓ Perform recruitment activities from approval till the orientation/induction
- ✓ Prepare compensation and benefit package for offer
- ✓ Liase with Line Manager and HoDs to monitor performance of employees
- ✓ Ensure SOPs are implemented and followed
- ✓ Maintain and develop CV database
- ✓ Prepare personnel files and maintain employee database
- ✓ To Conduct recruitment Drives at top business (IBA, IoBM ,SZABIST) and engineering universities (NED,FAST,KU) to recruit the best talent evaluating their level of competency and potential.
- ✓ Developed cross-functional rotation plan for the MTs to offer comprehensive learning experience.
- ✓ Conduct Training Needs Analysis across all levels.
- ✓ Execute existing learning initiatives like internal training, learning bytes, learning sessions during off-sites, online learning platforms for technical/ Functional and Behavioral trainings.
- ✓ Maintain participants complete data with feedback analysis in the system (Decibel).
- ✓ Maintain training effectiveness data in the system.
- ✓ Develop annual employee engagement Calendar.
- ✓ Plan activities and budget according to engagement activity.
- ✓ Suggest and propose on ongoing basis various OD and engagement activities.
- ✓ Prepare all necessary approvals for processing engagement events.
- ✓ Coordinate with concerned departments and vendors to roll out planned activities smoothly. Manage and participate in all engagement activities.
- ✓ Initiate and develop organizational Development projects such as recruitment kit, welcome kit, corporate brochure, annual newsletter, CSR activities.

Habib Oil Mills Pvt Ltd

Management Trainee Officer – HR

December 2015 - December 2016



Responsibilities:

- ✓ Conduct Manpower planning.
- ✓ To coordinate with line function and prepare Position Profiles.
- ✓ Reducing lead time in filing vacant positions.
- ✓ Screen, interview and shortlist candidates whilst maintaining interview records.
- ✓ Perform recruitment activities from approval till the orientation/induction.
- ✓ Prepare compensation and benefit package for offer.
- ✓ Liaise with Line Manager and Head of Departments to monitor performance of employees.
- ✓ Ensure SOPs are implemented and followed.
- ✓ Maintain and develop CV database.
- ✓ Prepare personnel files and maintain employee database

EDUCATION

PHRi

NED University , Karachi Pakistan

Masters of Business Administration (MBA) – Human Resources

Karachi University Business School (KUBS), Karachi, Pakistan |

Bachelors of Business Administration (BBA)

Karachi University Business School (KUBS), Karachi, Pakistan

High School Education

Tabanis School of Accountancy

Matriculation

The Mama Parsi Girls' High Secondary School