

SYED ASIF ALI ABDY

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OBJECTIVE: *To excel and serve in a dynamic growth-oriented organization with a focus on business partnership ensuring the provision of challenging opportunities and an excellent working environment.*

EXPERIENCE:



Imtiaz Supermarket – Assistant HR Lead – Karachi

08 Feb 2021 – Till Now

- *Currently leading 3 branches of ISM (Gulshan, Nazimabad & Bahria Town Branch) and reports to HR Business Partner South*
- *Looking after HR Operations, Recruitment of Store staff and conducting OJT*
- *Conducted trainings on "Handling Difficult Customers, Communication Skills, Time Management, Personal Grooming, Conflict Management"*
- *Handling employee relations by resolving in-store issues and conflicts*



Boys International – HR Business Partner – Karachi

02 Jan 2017 – 16 Dec 2019

- *Leading a team of 2 HR Officers as Team Lead HR & reporting to Head of HR*
- *Working as Team Lead and currently looking after Performance Management, OD & Training activities and Employer Branding of the company*
- *Initiate and implement HR planning & costing of all departments especially Sales Department.*
- *Initiate goal-setting program of all employees by setting and finalizing their KPIs, which needs to be reviewed Bi-Annual basis.*
- *Prepared Training Calendar of the company as per the Need Identified by HR department*
- *Conducted In-House training sessions on Time Management, Effective Communication Skill and Personal Grooming & Presentation Skills*
- *Implement Grading System and design & introduce Salary Structure in the company.*
- *Design Recruitment structure, Salary Pay policy, Bonus Policy, Leave Policy, Employee separation policy and other policies in the company*
- *Initiate employer-branding program on behalf of the company on various universities and conducted Guest Speaking session in Iqra University.*
- *Prepare HR department process flowchart and SOP of their operations*
- *Initiate employee handbook and assist my team in preparing detailed company orientation on Prezi*
- *Introduced Employee Engagement Program in the company by initiating employees' monthly birthday celebration, cricket matches and Quarterly In-House Newsletter*



Siddiqsons Group siddiqsonsGROUP – **Assistant Manager Group HR – Karachi**

05 Mar 2015 – 29 December 2016 (1 Year & 9 Months)

- *Joined as Assistant Manager Group HR in Training & Development division*
- *Organized various technical and soft skills training programs in the company*
- *Conducted various recruitment drives, job fairs in various universities across Karachi*
- *Transferred to Denim Factory to lead the factory HR department where I had 2 HR Assistants for payroll and other HR operations.*
- *Successfully cleared HR Audit by 99.3% result which is highest by any factory in the company*
- *Re-vamp recruitment procedure in factory and designed worker friendly policies*



Shabbir Tiles & Ceramics Limited – **Sr. Officer HR (Recruitment & Operations)– Karachi**

04 Mar 2013 – 04 Mar 2015 (2 Years)

- *Lead complete recruitment process of the company*
- *Onboard various management process in less recruitment time cycle with coordination of DM – HR*
- *Plan and organize orientation program of all Management employees*
- *Conducted employer branding activities in different universities of Karachi (NED, Sir Syed, Karachi University, Iqra University)*
- *Successfully achieved half-yearly target of recruitment in 1st quarter to lower down the recruitment KPI to 18 days*
- *Conducted training session on 5'S for factory employees in Unit-1*



Premier Group – **Human Resource Executive– Karachi**

15 Aug 2012 – 04 Mar 2013 (7 months)

- *Joined premier distributors to handle all HR operations of their distribution division*
- *Maintain all recruitment record and hire sales employees as per the headcount plan*
- *Successfully able to reduce high turnover rate by providing suitable resource to the distribution and by giving required training to sales team to boost their confident.*
- *Target their soft skills areas such as Presentation Skills, Communication Skills*
- *Maintain HRIS of distribution channel*
- *Prepare Training Need Analysis of employees*
- *Plan and prepare orientation plan of management employees in distribution*

01 Jan 2010 – 31 Oct 2011 (Operations Closed) (1 Year 10 Months)

- *Coordinate with Operations Manager and created departmental SOPs*
- *Prepare TNA as per the department and business objectives so that employees can align themselves with the business effectively*
- *Organized different training sessions for Marketing department and for Sales team*
- *Looked after recruitment of the company and maintain their HRIS*
- *Introduced employee cards in the company*

QUALIFICATION:

- *Certified Human Resource Professional (CHRP) from Pakistan Institute of Quality (PIQC) - 2014*
- *Master in Business Administration – Human Resource Management (Newports Institute) (2011 - 2012)*
- *Bachelors in Business Administration – Marketing (Newports Institute) (2007-2011)*