

Muhammad Wasif Iqbal

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Career Objective

To chase a career path that leads to becoming a Human Resource Professional and with the help of my expertise, making the evolution of an organization would be my prime intention.

Areas of Expertise

Business Partnership, Recruitment, Compensation & Benefits, Performance Management, Employee Relations, T & D, Organizational Development, Event Management.

Professional Experience

- Working with **Shield Corporation Ltd.** as an **Assistant Manager - HRBP** since (July 2020)



Responsibilities Include:

1. To serve as a link between the Sales Force Team and HR Functions to ensure productivity optimization.
2. Designed and implementing a detailed Competency Framework to gauge Performances as per criteria.
3. Designed and implementing Work Culture, Team Vision with the collaboration of Management.
4. Designed Performance-Based Bonus Policy against Year-to-Date (YTD) achievement.
5. Designed and managing Field Force Structure in collaboration with Business Leads.
6. Managing Monthly Expenses, Payroll of all Field Force.
7. Any HR related issues such as grievance amongst employees, unhealthy relationship between employees and line management/ departmental coordination/stakeholders/employees themselves which may impact work productivity shall be identified by him and resolved accordingly in collaboration with the HR department and line management.
8. To ensure employees' learning and development by best business practices and policies, and to enhance their skills & productivity.
9. To identify and rectify gray areas/areas of improvement of the Sales Team with the help of the Competency Framework.
10. To minimize employee turnover ratio by rectifying bottom line issues with HR department & Line management.
11. To expedite Policies at all levels and ensuring active participation of Managers in compliance with HR practices and SOPs.
12. To facilitate the Recruitment function by suggesting and selecting the right candidate for the Right Job at the Right function under the Right supervisor for optimum performance.
13. Identifying and developing employees for next level (succession planning) & mapping their career with the list of skills and abilities required to perform the next level job, and ensuring on the job as well as off the job training of identified Top Talent.
14. To work closely with salesforce and review their sales performance on a periodic basis based on their Monthly and Quarterly Achievements. Discuss the fluctuations in performances with employees (if needed) and identify the areas of improvement.

- Worked with **Premier Group** as an **HR Business Partner** from **April 2018** to **June 2020**
- Worked with **Premier Group** as a **Senior Executive HR** from **July 2017** to **April 2018**
- Worked with **Premier Group** in the capacity of **HR Executive** from **July 01, 2016** to **June 30, 2017**
- Worked with **Premier Group** in the capacity of **HR Officer** from **July 13, 2015** to **June 30, 2016**



- Worked with **UDL Distribution (Pvt.) Ltd.** as an **HR Coordinator** since (**July 1, 2013** to **July 10, 2015**)
- Worked with **UDL Distribution (Pvt.) Ltd.** as an **HR Assistant** since (**January 26, 2012** to **June 30, 2013**)
- Worked with **Spark IT Solutionz** as an **HR Assistant** (**Oct 2011-Jan 2012**)



Academic/Professional Qualification

- **Highly Keen - The HR Institute (Oct 2016 - Feb 2017)**
Certified Human Resource Management Professional (CHRMP)
- **Pakistan Institute of Management (March 2016)**
Management Course for Junior Executive
- **University Of Karachi**
Masters of Public Administration MPA 1st Division, 2011 **Major** - Human Resource Management
- **University Of Karachi**
Bachelor of Commerce (B.Com) degree 1st Division, 2008 **Subjects** - Accounting, Economics Analysis, Statistics, Management, Auditing
- **Board of Intermediate Education, Karachi**
HSC Examination 1st Division, 2006 **Engineering Group** - Mathematics, Physics, Chemistry, English
- **Board of Secondary Education, Karachi**
SSC Examination 1st Division, 2004 **Science Group** - Mathematics, Physics, Chemistry, English

Workshop & Conference

- Attended Seminar on “**Organizational Development Masterclass**” organized by **Colloquium Global**.
- Workshop on “**Strategic Leadership**” by **Dr. Hanif Muhammad (2015)**
- Successfully organized ever **1st Annual Sales Conference** at **Dreamworld** for entire management of **Premier Group (2015)**
- Playing a supporting role for organizing **2nd Annual Sales Conference** at **PC-Muzafarabad**.

Abilities & Skills

- ✓ Good understanding of Administrative and communication skills. Disciplined and straight forward, can speak & write as well (English, Urdu)
- ✓ Qualified, self – motivated and experience with responsibilities.
- ✓ Strong interpersonal, influencing, quick learning and team management skills.
- ✓ Efficient in using MS Office, SQL Server and Visual Basic

Extra Circular Activities

- ✓ Sports activities held at school & university
- ✓ Vice Captain of the Cricket team in School
- ✓ Enjoy playing Football, Badminton, Volley ball, Cricket and Table tennis
- ✓ Interest in programming and designing HR models, software(s), browsing on internet

Personal Information

Father's Name : Muhammad Iqbal
Date of Birth : 13 July 1988
Marital Status : Married