



MUHAMMAD ASIF ALAM

HRBP & Talent Acquisition Head

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📍 Khalid Bin Waleed Road, Bank Street, Bur Dubai, UAE

Career Objective

An accomplished Human Resources personnel with proven expertise in Organization Development, Talent Acquisition, Policy & Procedures, Personnel Development,

Succession Planning, Retention Approaches, Managerial Support, Negotiations and effective Operations of the Company / Organization.

Education

BA Economics

University of Karachi

Graduated 1990

HR / Operational Skills

- ◆ Talent Acquisition
- ◆ Employee Relations
- ◆ Performance Management
- ◆ Benefit Programs

Employment History

Currently working as Freelancer (Human Resources / Talent Acquisition), Dubai, United Arab Emirates (December 2020 till date).

ABQ Al Wardah General Trading LLC (Healthcare / Rehabilitation) Dubai, United Arab Emirates. SHRBP / Talent Acquisition (19/10/2013 To 31/08/2020).

HR & Operation Functions

- Developed strategies and framework for organizational change to market learning interventions.
- Responsible for Head Hunting (Talent Acquisition).
- Looking after Performance Administration and Performance Management and embedding performance driven culture.
- Developed and implemented Talent Agenda with the focus on retaining the top talent.
- Developed and instituted Succession Planning Program.
- Communicated to the employees and their Engagement Agenda in the cluster.
- Improve the operational systems, processes and policies in support of organizations mission specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through
- improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Management of Manufacturers budget in coordination with the Executive Director / Managing Director.

Operational Experience

- ◆ Peer Review
- ◆ Complaint Resolution
- ◆ Policy Development
- ◆ Succession Planning
- ◆ Staff Compensation
- ◆ Operational Strategy
- ◆ Management/Planning
- ◆ Import Budget
- ◆ Support Services (IT and Finance Unit)
- ◆ Manufacturer Budget
- ◆ Disbursement of Payment
- ◆ Incentive Programs for the Employees
- ◆ Recreational Activities

Additional Management Responsibilities at PCBL

- ◆ I was also looking after the Protocol and Transport Section.
- ◆ Sale, Purchase, Insurance and Leasing of Company vehicles.
- ◆ Organization of recreational activities to create healthy atmosphere in the organization.

Acknowledgement

I do hereby inform the concerned that the above mentioned matter is true to the best of my knowledge and belief. References shall be suggested at the time of the interview.

Sincerely,

Muhammad Asif Alam

Bahri Venture Private Limited (Shipping & Logistics) Karachi, Pakistan

Head of Human Resources (12/03/2009 – 30/09/2013)

- Understand Lead the development of the workforce and improvement of HR policies.
- Developed appropriate policy frame work for Human Resource Assets.
- Maintained strategic approach for training and professional development across the organization.
- Devised and Implemented Employee benefits and welfare policies viz., provident fund, retirement benefits, hospitalization / treatment, gratuity, group insurance etc.
- Formulated and Implementation of rules, regulations, procedures, disciplinary orders, etc. of the
- Employment.
- Optimized expenditure control & budgeting of administrative and HR costs.
- Monitored labour laws implementation.

NIB Bank Limited (subsidiary of Temasek Group, Singapore) Karachi, Pakistan

Team Leader Integration (Vice President) - PICIC Commercial Bank Limited (31/12/2007 to 28/02/2009)

After amalgamation of PICIC Commercial Bank Limited with NIB Bank Limited on December 31, 2007, I was designated as Team Leader Integration (PCBL) equivalent to Vice President Grade and managed all HR affairs including Final Settlement of Staff (Ex-PCBL) till February 2009. We had 132 Branches country-wide. I was also one of the Senior Member of the Fraud & Forgery Management Team of PICIC Commercial Bank.

PICIC Commercial Bank Limited Karachi, Pakistan

Vice President - Human Resources (17/09/1994 to 30/12/2007)

Joined PICIC Commercial Bank Limited formerly Schön Bank Gulf Commercial Bank in 1994 and attained the position of Vice President, Human Resources in January 2007.

I was actively involved in Talent Acquisition, Policy Development, Policy Management, Performance Management, Succession Planning, etc.

- Designed and implemented recruitment, behavior-based interviewing and skill matching procedures to reduce new employee turn-over, which resulted a decrease in turnover of almost 10-12% throughout the organization.
- Negotiated contract language and benefits adjustments at about 20% under the amount authorized by
- the Management.
- Successfully administered the substance abused, attendance policies, managed grievances in different
- intervals and participated in organizational arbitrations.
- Provided hiring, compensation and benefits services for almost 3,800 employees.