



CAREER OBJECTIVE:

Dynamic HR leader with 13+ years of international experience in designing and executing training strategies across the UK, Bahrain, and Pakistan. Adept at driving organizational growth through culturally adaptive programs, compliance excellence, and talent development in multicultural environments.

Professional Overview:

- Results-driven HR leader with 13+ years of international experience across the UK, Bahrain, and Pakistan, specializing in full-cycle recruitment and multicultural HR operations.
- Expertise in designing and implementing HR frameworks that achieve 95% policy adherence while ensuring compliance with labor laws across multiple jurisdictions.
- Proven track record in creating high-impact training programs adopted by 500+ employees, resulting in 20-30% productivity gains, and implementing effective grievance systems that resolve 90% of employee issues within 48 hours.
- Skilled in strategic talent acquisition, having reduced hiring costs by 40% while improving quality-of-hire through innovative sourcing methodologies.
- Adept at aligning HR initiatives with core business objectives to drive organizational growth across diverse sectors including pesticides, IT, fast food, and security services, ensuring HR strategies deliver measurable bottom-line impact.

Professional Experience:

Assistant Manager Admin & HR

Nov2020 – Sep2025

Allah Din Group of Companies (Pakistan)

(A Well-Established Conglomerate Agriculture Sector)

A senior HR role overseeing recruitment, performance, and policy compliance in a large agri-sector firm.

- Streamlined administrative processes and implemented HR policies, improving operational efficiency by 30%.
- Managing full-cycle recruitment, onboarding, and performance management for 1000+ employees.
- Oversaw office budgets and supply chain logistics, reducing procurement costs by 15%.
- Conducted staff appraisals and coaching programs, enhancing team productivity by 25%.
- Ensured compliance with labor laws and maintained accurate HR records and reporting.

Key Achievements

- Guided the IT department in designing and implementing an automated HR system for leave, payroll, and onboarding, which reduced processing time by 75% (from 3 days to 4 hours), eliminated of manual errors.
- Trained 100 staff in leadership skills, leading to 20% more promotions and better succession planning
- Achieved \$50K yearly savings through vendor optimization and reduced stock outages by 30% with better inventory tracking

HR & Training Executive

Nov 2017 –Feb 2020

Security Solutions (Bahrain)

(One of biggest & reputable company of Bahrain)

Led Security Solutions HR operations while reporting to GM and COO, managing a team of 4 HR professionals to successfully execute rapid recruitment cycles for new projects, delivering fully trained teams within tight deadlines and budget.

- Led end-to-end recruitment cycle including job analysis, sourcing, screening, onboarding, and global hiring across Asia, Africa, and GCC.
- Developed and implemented HR policies, SOPs, and employee handbooks aligned with labor laws.
- Partnered with senior management on all staffing decisions including hiring, promotions, terminations and performance reviews while developing talent acquisition strategies for new projects
- Led HR process improvements and digital transformation initiatives that reduced administrative

workload by 30% while enhancing efficiency across recruitment and onboarding.

- Directed recruitment teams and developed comprehensive training programs on policies, compliance and job skills for 500+ employees across all levels

Key Achievements

- Developed digital recruitment channels with IT to enable direct hiring across Asia, Africa, and the Gulf, reducing project hiring costs by 40%, eliminating agency reliance, and ensuring on-time staffing to meet all project deadlines.
- Developed client-specific security training programs covering surveillance, conflict resolution, and protocol adherence, which boosted client satisfaction by 90% and reduced guard performance complaints, while improving employee confidence scores by 40%.
- Developed and presented quarterly training performance reports and analytics to the COO and GM, demonstrating how tailored security programs elevated client satisfaction by 90% and increased guard's performance.

Assistant Manager HR The Websters (Pakistan)

Oct2014 – Sep2017
(A leading IT Services Company in Pakistan)

- Handled hiring for both tech (programmers, IT support) and non-tech staff, making the process 30% faster
- Managed customer service team, improving client satisfaction by 25% through better staff training.
- Created training programs for new IT and customer care staff, helping them learn faster.
- Managing HR operations for 150+ employees, including conflict resolution and performance reviews, while ensuring 95% of IT staff were correctly skilled for assigned projects. to establish whether the applicant has demonstrated the non-negotiable skills and experience.
- Taking care of employee pay, benefits, and ensure company followed all labor laws.
- Preparing analytical reports on HR budgeting, staffing costs, and training ROI, demonstrating through cooperative studies how skill development programs enhanced working efficiency by 80%, reduced complaints by 70%, and aligned staff performance with company goal standards.

Key Achievements

- Designed and implemented a digital training platform for customer care and cross-functional staff, boosting performance metrics by 40% and reducing client complaints by 60%.

Recruiter

IntelAct Recruitment (UK) A premier UK recruitment firm serving in hospitality, Fast food, & Restaurants

NOV2010 – Aug2014

- Managed the full recruitment lifecycle for UK clients across hospitality, fast food, and restaurants delivering quality placements while strengthening employer branding initiatives.
- Conducted job analysis, created job descriptions, and implemented structured interview techniques.
- Evaluate applicants experience, training and education in terms of job requirements and identifies qualified applicants, refers applicants for employment to hiring departments for interviews.
- Partnered with hiring managers to understand role requirements and deliver qualified candidates within tight deadlines.
- Built and maintained a talent pipeline using advanced sourcing techniques, reducing agency dependency and cutting sourcing costs by 25%

Key Achievements

- Increased client renewals by 50% by delivering top-tier right candidates and sharing monthly performance reports.
- Reduced cost-per-hire by 20% through strategic use of social recruiting and employee referrals.

ACADEMIC EDUCATION:

- 2012 MBA (Innovative Management) University of Coventry (UK)
- 2011 Post Graduate Diploma CMI (UK)

CORE COMPETENCIES:

- Talent Acquisition & Retention
 - Training Design & Delivery
 - Payroll & Compensation Management
 - Conflict Resolution & Employee Engagement
 - Budgeting
- Employee Relations & Labor Law Compliance
 - HR Policy Development & Implementation
 - Organizational Development & Culture Building
 - Performance Management
 - Cross-Cultural Team Leadership

Soft Skills:

Leadership & Team Management
Analytical Thinking
Adaptability

Cross-cultural Communication
Strategic Planning
Relationship Intelligence

Learning & Organizational Development:

- Designed and delivered targeted training programs in job skills, sales, and team development that boosted employee performance by 30%
- Collaborating with leadership teams to design and implement need-based training solutions, consistently meeting organizational deadlines and performance targets.
- Enhanced training effectiveness through continuous improvements based on feedback, increasing participant satisfaction from 75% to 90%

Volunteer Experience:

- Participated in tree plantation drives across the city and actively raised awareness about climate change to promote environmental sustainability.
- Regular blood donor for thalassemia patients and emergency cases, contributing to lifesaving efforts.
- Conducted seminars for fresh graduates on job hunting techniques and career guidance.

Interest & Hobbies:

Committed to continuous self-improvement and leadership development. I actively read motivational books by Dale Carnegie and follow insightful lectures by Dr. Vivek Bindra other thought leaders to enhance my personal growth. Applying these insights to foster positive work environments and mentor colleagues toward professional growth.

Reference:

Will be provided upon request.