



Muhammad Khizrud Din

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ABOUT ME

A results-driven HR professional and Project Coordinator with proven expertise in HR operations, recruitment, and employee relations. Successfully implemented a data-driven Exit Interview Program that reduced nurse turnover from 60% to 20% and launched an Employee Care Unit that improved resolution rates from 20% to 70%. Skilled in end-to-end recruitment, payroll management, and HR administration, with hands-on experience using SAP Business One, Microsoft Dynamics AX, and HRIS/ATS systems. Known for strong leadership, negotiation, and conflict resolution skills, and dedicated to enhancing employee engagement and organizational efficiency.

WORK EXPERIENCE

Al Mawarid Manpower Company – Riyadh, Saudi Arabia

City: Riyadh | Country: Saudi Arabia

Projects Coordinator (HR Operations Specialist)

[12/2024 – Current]

Initiative Role as Project Coordinator:

Introduce Exit Interview Form:

- **Analyzed high nurse turnover (60%)**, Authored and launched a formal exit interview program, to capture critical feedback. Utilized data-driven insights to inform retention strategies, **slashing turnover to 20%**.

Employee Care Unit Analyst:

- Spearheaded the creation of a dedicated resolution unit, boosting complaint and request resolution rates from **20% to 70%** by bridging a critical communication gap between accounts managers and rented employees.

HR Administrative and Coordination Support:

- Efficiently manage end-to-end **HR operations**, including leave administration, record management, payroll verification, and compliance with labor laws.
- Serve as a **key liaison** between clients, HR, and internal departments to ensure seamless communication and collaboration.
- Support **recruitment, onboarding, and offboarding** processes, driving employee engagement and satisfaction.
- Demonstrate strong **conflict resolution** and **negotiation management** skills to address operational challenges effectively.
- Implement **process improvements** and HR system enhancements to optimize workflow and productivity.
- Prepare and present comprehensive **HR reports** to support data-driven decision-making and organizational transparency.

FF Steel Pvt Ltd Peshawar – Peshawar, Pakistan

City: Peshawar | Country: Pakistan

HR (Recruitment and Payroll)

[03/2024 – 08/2024]

Recruitment

- Manage end-to-end recruitment process.
- Applicants' CV analysis as per job description and company requirements.
- Long listing and Shortlisting of applicants
- Screen resumes and conduct initial phone screenings.
- Source and attract qualified candidates through various channels, including job boards, social media, networking events, and referrals.
- Conduct reference checks, background checks, and other pre-employment screenings as needed.
- Manage candidate communication throughout the recruitment process, providing timely updates and feedback.
- Employee filing and Documentation.
- Employee Onboarding and off Boarding

Payroll Management

- SAP Attendance

- Manual Attendance Via Excel
- Leave ledger management
- Cross checking of Leave ledger with SAP records
- Deduction of leaves as per Policy
- Leaves penalties as per Policy

HR SKILLS

HR Skills

- HR Operations Management
- Recruitment Cycle
- End to End Recruitment
- Employee Records Management
- Payroll and Timesheet Verification
- Compliance with Labor Laws and Regulations
- Client and Stakeholder Communication
- HR Project Coordination
- Problem-Solving and Issue Escalation
- Administrative Support and Documentation
- Employee Relations and Query Resolution
- Conflict Resolution
- Negotiation management

SKILLS

Familiar with HRIS, ATS and resume databases / Leadership, Decision making, Critical thinking, Relationship building / Problem Solving (Problem Analysis) / SAP Business 1 / Microsoft Dynamics Ax CRM / Microsoft Office (Outlook, Excel, Word, PowerPoint) / SPSS / Critical Thinking. / LinkedIn / LinkedIn Recruiter / human resource management

EDUCATION AND TRAINING

MBA HR 1.5

Institute of Management Sciences Peshawar [2022 – 2024]

City: Peshawar | Country: Pakistan

Certified Technical Recruiter

HRPN Professionals Network

Country: Pakistan

BBA hons Finance

Bacha Khan University Charsadda [2016 – 2020]

City: Charsadda | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s): Urdu | Hindi | English

HONOURS AND AWARDS

[05/11/2020] Bacha Khan University Charsadda

Merit Certificate I received a Merit Certificate for my outstanding performance in the overall degree and was ranked third in the Bachelor's program.