

ABDULLAH BIN FAROOQ S/O FAROOQ UL KARIM



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CAREER HIGHLIGHTS

I am a business graduate with concentration in Human Resource Management; earned Gold Medal, Scholarship & various awards & recognitions on grounds of my academic & professional experiences & excellence. Professionally I have hands on experience in the fields of Policy Development & Implementation at both public/private sector organizations, HR Management & Development, Training & Development, Recruitment & Selection, Performance Management, Compensation & Benefits Management, Industrial & Public Relations, Program Implementation and Coordination, Conflict & Grievance Management, Monitoring & Evaluation, Job analysis & Evaluation, Process Automation, Business Process Re-engineering and Coordination & Correspondence with Judiciary, Regulatory Authorities, Commissionaires, Accountability Bureau & Intelligence Agencies at Federal & Provincial Level.



QUALIFICATION



MS
Business Administration



MBA
Human Resource Management



Graduation
Bachelor in commerce

ACHIEVEMENTS



Gold Medal
Best Presenter Workshop



Letter Of Recognition
1 Represented Shell @ PCP Conference
2 Facilitated Bright Ideas Workshop



Implementation Certificate
Leading Post YLC Projects



Letter Of Recognition
Leading HR Training



Awards
1 Scholarship
2 Best Presenter

PROFESSIONAL ENGAGEMENTS



HR Consultant



Fellowship Member



Volunteer Facilitator

CORPORATE EXPERIENCE



HUMAN RESOURCE ASSOCIATE



COORDINATION OFFICER HR



MANAGER HR & COMMUNICATION



MANAGER HR & PR

PROFESSIONAL HISTORY



A multinational corporation with mainstream business of nutrition, health and wellness.

COORDINATION OFFICER HUMAN RESOURCE (JAN 2020 – PRESENT)

- Assisting the HRBP operations in managing general HR operations pertinent to factory HR operations countrywide.
- Managing RISE project activities pertinent to employee connect, engage, energize and motivate.
- Fellow bite-size learning project for promoting Nestlé's message of nutrition, health and wellness.
- Focal person DFE (Desk Free Employee) Project to ensure digitalization and process automation of Hire to Retire (H2R) processes countrywide.
- Managing all other responsibilities that comes under the scope of job description.



A public sector organization with mainstream business gas transmission and distribution.

COORDINATION OFFICER HUMAN RESOURCE (SEP 2013 – NOV 2018)

- Facilitating the line management in policy development, execution, implementation and feedback.
- Comprehended United Nations Global Compact (UNGC) Sustainability Policy Report And Annual Communication of the Performance Report.
- Correspondence with Judiciary Regulatory, Accountability and Intelligence Agencies at bilateral ends.
- Receiving complaints regarding disciplinary lacking of employees from business stakeholders.
- Developing SOPs for process automation.
- Working on HR Policy Manual for Subordinate staff.
- Composing the job analysis for developing job descriptions and job specifications to create work families for right sizing.
- Initiating inquiries, assessing inquiry report, developing MD Note & Communicating management's decision to the concerned employee.
- Performing all assignments that come under scope of these responsibilities.

MANAGER HUMAN RESOURCE & COMMUNICATION (OCT 2010 - SEP 2013)

- Lead and direct HR team to deliver a comprehensive HR service.
- Managing HR & Communication affairs regarding recruitment & selection, performance management & development, T&D, compensation & benefits and HR budget.
- Managing admin, transport communication, and inbound logistics. Disciplinary, grievances, etc.
- Managing internal and external HR affairs.
- Ensure that the Safety policies and procedures are understood and adhered to as far as is reasonably practicable in order to ensure a safe working environment.
- Analyzing training needs to select develop and deliver appropriate programs for employee development.
- Extending flexibility for commencement of assignments that come under the scope of responsibilities.

MANAGER HUMAN RESOURCE & PUBLIC RELATIONS (DEC 2008 - OCT 2010)

- Facilitating line management in recruitment & selection, performance management & evaluation, T&D and Compensation & Benefits Management processes.
- Developing recruitment & selection policy/ practices and setting terms and conditions of employment.
- Creating and executing work plans and reviews as appropriate.
- Carrying out TNA, developing and conducting training programs accordingly and determining whether they met set standards.
- Counseling employees on grievances and other complaints originating from individual work situations or working environments.



Tahweel Al Aamal

A consultancy firm with mainstream business of management consultancy.



A private limited company with mainstream business of vehicle and person tracking.

COURSES / TRAININGS / WORKSHOPS



Leader In Me & My Vision

City Institute For Image Management



1 Bright Ideas

2 Become Successful Owner Manager

Shell Tameer



Active Citizen Learning Journey

British Council



Young Leaders Conference

School of Leadership



1 Total Quality Management

2 Decision Making Problem Solving

NILAT



AKHUWAT

4Es & Qs of Leadership

Akhuwat Trust