



# MUHAMMAD JAWAD SHEIKH

HR, OPERATIONS & SUPPLY CHAIN -  

## ◦ CONTACT ◦

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## ◦ SKILLS ◦

Organizational Excellence  
(IWS)

Organization Health  
Assessment

Change Management

Training Needs  
Assessment

Team Building

Lean Manufacturing

Career Progression  
Systems

Loss Elimination

E2E Supply Chain  
Management & Sync.

Initiatives Delivery

Projects and Start-up  
Management

Web Development (PHP,  
CSS, HTML)

Graphics Design

## ◦ LANGUAGES ◦

English

Arabic

Urdu

## ◦ HOBBIES ◦

Reading Books, Playing Chess,  
Travelling, Web Development, Music

## PERSON PROFILE

Visionary and seasoned HR, Lean Operations, and Supply Chain management professional with decade-strong demonstrated history of working across different functions in multinational corporations in diverse sectors and delivering outstanding results that make a difference with sustainable impact on the top-line as well as the bottom-line

## WORK EXPERIENCE

### Plant HR Director at Procter & Gamble (P&G), Karachi

November 2019 — Present

As HR Director at P&G's most complex organization in Pakistan and during the most challenging of times (COVID-19 Pandemic), I have been strategically focused on:

- Ensuring employee total well-being, safe operations and strong business continuity throughout the Covid-19 outbreak as the No.1 organization priority, and helping business in keep shipping the cases
- Managing \$5M+ yearly in plant costs and HR related overheads and deliver YoY cost savings/productivity improvement
- Forming a *High Performing Organization (HPO) structure* and leading plant HR work processes & systems incl. talent acquisition, rewards & recognition, business communications, org. training & development, 3rd-party contracted services compliance, career & succession planning, compensation & benefits, occupational health, business entertainment and employee engagement
- Overseeing plant physical security and facilities management and maintaining strong collaboration with local law enforcement agencies and P&G GR & Legal teams
- Raising the bar and delivering superior plant organizational excellence, cost, productivity and other PQCDMS goals through strong collaboration with all plant stakeholders
- Proactively managing employee & labour relations and effectively collaborating with plant employee representative bodies thus fostering a win-win relationship to deliver best-in-class business and organization results
- Leading plant internal controls, ethics & stewardship and industrial/citizenship compliance and ensuring 100% legal compliance with all applicable laws

### Site Leader & IWS Director at Procter & Gamble (P&G), Karachi

February 2021 — Present

P&G Hub Plant is the Skin & Personal Care Plant of P&G in Pakistan manufacturing 'Safeguard' (brand) products, supplying to Pakistan as well as exporting to 20+ countries in Europe. As Hub Site Leader, I am focused at:

- Keeping a workforce of 300+ at my site fully engaged, enable them to deliver sustainable and superior business results and contribute towards company's sustainable top-line & bottom-line growth - and ensure total employee engagement, well-being, capability building and growth
- Proactive and strategic liaison with employee representative bodies and foster a healthy, transparent, and mutually beneficial LR/ER environment at plant
- Overseeing plant core and support functions (HR, QA/QC, Engineering, Capital Projects, WH & Logistics, Initiatives Delivery, Cyber Security, HS&E and

Stewardship/Internal Controls)

- Actively sponsoring and spearhead CSR, Citizenship and sustainability efforts thus empowering and uplifting the communities we directly and indirectly touch through our operations footprint
- Managing \$50M+ in overall plant operations, product manufacturing and capital investment costs and deliver Year-on-Year structural cost reduction and productivity improvement – and enabling end-to-end supply chain synchronization to increase YoY free cash flow productivity, improve operations reliability and ensure best adherence to product/materials planning and forecasting cycles

As Plant IWS Director, I am responsible for leading P&G's Signature Organizational Excellence program, IWS at Hub Plant. My key responsibilities are:

- Robust implementation of IWS pillars & systems at grassroots level to form a high performing manufacturing organization (HPO) to deliver the organizational/HR, operations, cost, profitability, sustainability, and productivity goals at Hub plant
- Fully enable and train the plant and department level system owners through bespoke training, learning and capability building plans in collaboration with regional/global experts & SMEs and designing effective review/health check systems (PDCAs) to ensure continuous improvement
- Lead organization capability building and effectively collaborate with fundamental functions (HR, Supply Chain and Controls) to create a zero-loss mindset, end-to-end synced manufacturing and total employee engagement culture thus linking IWS systems and pillars strongly with the business results and priorities
- Directly lead the IWS Leadership Pillar and structuring the leadership work processes to drive the plant performance, coaching and developing leadership and workforce to use IWS tools to deliver disruptive innovation and achieve sustainable superior business results

#### **Multiple Roles at Procter & Gamble (P&G), Karachi**

November 2013 — October 2019

**Department Manager, Hair Care Operations (Jan'18 - Oct'19):** In this role, at P&G Port Qasim plant, my responsibilities included leading shampoo making and utilities operations end-to-end with a team of 25+ engineers and operators, managing \$3M budgets in Manufacturing Operating expenses (MOE) and delivering >15% YoY cost optimization and productivity improvements through capability building, loss elimination and manufacturing excellence (IWS). I was also responsible for driving continuous improvement in manufacturing systems and processes with IWS tools and methodologies, ensuring full compliance of employee health & safety, company internal controls, environment, GMP, and beauty care product quality assurance system/processes and also for managing career and employee engagement of my team.

**Product Launch & Initiatives Leader (Head & Shoulders, Pantene):** Core responsibilities included managing commercial/product initiatives and innovation for H&S and Pantene product line-up through packaging and formula interventions, leading H&S and Pantene new product launch and product improvement initiatives and managing \$13M+ budget in Total Delivered Cost (TDC) and General Manufacturing Charges (GMC). I am advanced-level qualified on P&G Global Initiatives & Innovation work processes management system, GSUM+.

**Unit Manager Shampoo Making (May'16 - Dec'17):** Responsible for ensuring uninterrupted production of Hair Care products line-up as per market demand and planning, leading a 3-shifts team of 20+ people for 24/6 continuous production meeting product quality and stability requirements and managing career progression, KPIs and targets setting for the team.

**Hair Care Localization Startup/MPD Manager (Nov'13 - Apr'16):** Responsible for completing extensive training and qualification on shampoo manufacturing in P&G Global Hair Care R&D/Innovation HQ in USA and Germany, setting up H&S and Pantene product line-up for Pakistan market in collaboration with Supply Network

Operations, Marketing and Consumer Market Knowledge (CMK) teams, leading successful qualification of shampoo making systems in Pakistan Port Qasim plant as per P&G Global Beauty Care manufacturing requirements and targets, training & qualification of local team on shampoo making, and further on qualifying local raw material suppliers for shampoo.

#### **Management Trainee - Production and Initiatives Planning at Mondelez International, Karachi**

August 2012 — October 2013

As Production & Initiatives Planning MT, my core responsibilities included conducting production trials and feasibility analysis of new products/SKUs launch and providing support to R&D Department in on-going development projects, leading all major and minor GMP projects and issues and helping in Technical, GMP and Dry Audits, in implementation of Mondelez International Global production and engineering policies and SOPs, working as a bridge between Production Department and Engineering Department regarding different needs and issues and ensure minimum downtime behind capacity/upgrade projects and working on Mondelez International Global Catalyst (SAP latest version) implementation project as SME for PM Module.

I have also directly collaborated with Production, Business Development, Engineering and Information Security departments on several capacity expansion, SAP ERP and production planning related projects.

### EDUCATION

#### **Chemical Engineering (B.Sc Engg.), University of the Punjab, Lahore**

2008 — 2012

CGPA: 3.68/4.00

#### **Intermediate (F.Sc. Pre-Engg.), F.C. College, Lahore**

2005 — 2007

#### **Primary & Secondary Education, Multiple Schools in Medinah Al-Munawara, Saudi Arabia**

1997 — 2004

### CERTIFICATIONS & EXPERTISE

**HR & Organization Fundamentals (Belgium) | PS HR & ER/LR Operations & Strategy (UAE) | Organizational Excellence Systems (Italy) | LR/ER Frameworks, Strategy & Effective Negotiations | Best-in-Class Organizational Benchmarking Process (Romania) | Organization Goals Setting & Strategy Work Process (Singapore) | IWS Pillars & Systems (Germany) | Product Innovation & Scaling (Germany) | Supply Chain 3.0 (Singapore) | Modern Manufacturing Environmental Sustainability & Global Citizenship | Manufacturing of Future (Germany) | NextGen Process Automation and Digitization (Ireland) | GMP & Clean Design (Indonesia) | Beauty Care & Personal Care Product Manufacturing Standards (USA) | Hair Care Products Formulation (USA) | Surfactants Technology and Industrial Manufacturing (China) | E2E Supply Chain Quality Control & Quality Assurance Systems (Turkey) | Hair Care Product Manufacturing Operations (KSA)**

**Certified Internal Controls Investigator | Certified Senior Interviewer | Corporate Business Communications Trainer | IWS Manufacturing Capability Leader - MCL (Advanced) | Effective Presentation Skills Trainer | Personal Productivity Management Coach | Adobe Graphics Designing Suite Intermediate | Online/Digital Marketing (Meta)**