

AJMAL NIJAT

HR Consultant & Strategist | HR Generalist | OD, Training,
Engagement & Communication Specialist | Strategic Executor

CURRENT RESIDENCE: RAWALPINDI, PAKISTAN

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PROFILE SUMMARY

- HR Consultant with 11+ years' experience and comprehensive expertise in multiple HR domains including HR Strategy & Communication, Talent Acquisition, Learning & Development, OD, Employee Engagement, Comp. & Ben., Employee Relations, and HR Operations.
- Exposure of working in challenging assignments across multiple industries including Courier & Logistics, BPO, HR Consultancy, & Cybersecurity.
- Possessing highly-developed set of leadership, conceptual, organizational, interpersonal, communication, and team-building skills.
- Sensitive to emerging business needs and the role of HR in creating value for the organization.
- Proven ability to deliver within challenging deadlines.

WORK HISTORY

HEAD OF PEOPLE & CULTURE

July 2024 - Present

TRILLIUM INFORMATION SECURITY SYSTEMS, RAWALPINDI, PAKISTAN

Sr. MANAGER HR

May 2021 - June 2024

- ✓ Leading HR for pioneering cybersecurity firm with a mandate to design and execute a comprehensive people and culture strategy to build a long-term and sustainable competitive advantage while improving overall organizational effectiveness.
- ✓ Successfully implemented and continuously working on multiple successful and on-going projects with a focus on communication, engagement, HR operational efficiency, leadership development and culture.

Achievements include:

- ✓ Launched and implemented the company's inaugural Leadership Development Program (LDP), successfully completing Batch 1 and on track to conclude Batch 2 by December 2024.
- ✓ Redesigned the Management Committee (MANCOM), transitioning to a Strategy Committee (STRATCOM) and later reintroducing a refined MANCOM to uphold high corporate governance standards.
- ✓ Led the development and reinforcement of a revised set of company core values, embedding them into the organizational culture through targeted initiatives.
- ✓ Transformed the flagship traineeship program into a structured development pathway with in-depth orientation, cross-functional and soft-skills training, weekly evaluations, cultural fit assessments, and final panel evaluations, ensuring strong alignment with company values and readiness for full-time roles.
- ✓ Oversaw the implementation of an Applicant Tracking System (ATS), streamlining recruitment processes, reducing hiring time, and enhancing the overall candidate experience through status updates.

- ✓ Introduced the Summer & Winter Internship Programs in 2021, now in their 8th cycle, significantly strengthening the hiring pipeline and streamlining post-program hiring to efficiently fill key vacancies.
- ✓ Directed the team to establish and nurture strong relationships with universities, boosting employer branding and significantly increasing the number of graduate applicants through enhanced visibility and engagement.
- ✓ Championed and led the creation of the Campus Connect Program to enhance employer branding among non-cybersecurity students, expanding talent outreach efforts.
- ✓ Revamped the onboarding process by resolving inter-departmental dependencies with IT and Admin, introducing detailed internal checklists to track tasks, and enhancing orientation sessions to equip new hires with comprehensive knowledge of their rights and responsibilities.
- ✓ Spearheaded the transition to a comprehensive and robust HRMIS, replacing the previous system plagued with operational issues and security vulnerabilities, improving reliability and efficiency.
- ✓ Implemented a system within the HRMIS for tracking expense claims and incentives, simplifying processes for employees and HR teams.
- ✓ Developed tools within the HRMIS to monitor HR service delivery, track query and complaint resolution, and generate monthly performance reports to evaluate team efficiency.
- ✓ Directed the HR department's compliance with ISO 27001 and PIMS 27701 standards by drafting critical HR policies, training the HR team, and embedding information security and data privacy protocols into HR operations.
- ✓ Collaborated with internal stakeholders to draft and update numerous HR policies, ensuring alignment with organizational goals and compliance standards.
- ✓ Launched a grievance handling mechanism to provide employees with a safe and structured way to report issues like harassment, discrimination, and conflicts, fostering a fair and supportive workplace.
- ✓ Finalized the Hybrid Workplace Policy through consultative sessions with key stakeholders, adapting to modern work needs while maintaining operational efficiency.
- ✓ Devised a comprehensive Performance Management Handbook to streamline appraisals with transparency and fairness. Established a methodology for tracking performance and introduced a tiered system for increments based on achievements.
- ✓ Redesigned recognition practices to formalize and enhance the way accomplishments are celebrated across the organization.
- ✓ Launched successive Annual and Quarterly Town Halls and introduced monthly All Hands Meetings (AHMs) to improve communication and alignment between management and employees.
- ✓ Advocated for and facilitated social events and team engagement budgets to promote employee morale and collaboration.
- ✓ Introduced 'Shared Interest Groups' (SIGs) to empower employees to form clubs around hobbies and interests, fostering workplace camaraderie.
- ✓ Regularly launch the "HR Advisory" keeping line managers informed about policy updates, new initiatives, and critical concerns, fostering stronger alignment across the management cadre.
- ✓ Conducted regular policy refresher sessions to raise awareness and understanding of key policies, as well as value refresher sessions to reinforce alignment with company culture.
- ✓ Introduced Employee Satisfaction & Engagement Surveys and recently launched the Management Pulse Survey to gather actionable feedback, fostering meaningful discussions and implementing necessary improvements to address employee and management concerns effectively.
- ✓ Launched and continue to manage an annual Health & Wellness Program, supplemented by digital and video consultations with general practitioners and specialists, to support employee well-being and reduce health-related financial burdens.
- ✓ Introduced an accrued earnings facility in partnership with a reputed vendor, empowering employees with greater financial autonomy and flexibility.
- ✓ Ensured systematic employee background verification by establishing agreements with providers for employment, criminal, and police checks, minimizing organizational risk.
- ✓ Continue to have an aggressive program for this year.

TECHNICAL TRAINER (REMOTE)*Oct 2020 – May 2021*

ZAIN JEEWANJEE INSURANCE AGENCY, SAN HOSE, CA, USA

ASSISTANT MANAGER HUMAN RESOURCES*Jan 2014 – Sep 2020*

TCS PRIVATE LIMITED, ISLAMABAD, PAKISTAN

- ✓ Served as HR Lead supervising all HR functions across the North Region including Rawalpindi, Islamabad, Gujranwala & Peshawar Areas (Feb 2020 – Sep 2020)
- ✓ Previously discharged duties as **Learning & Development Specialist** for the North Region (Oct 2016 to Nov 2018). Served in an HR Generalist and Training Specialist capacity in Rawalpindi and Peshawar.

RECRUITMENT EXECUTIVE*Apr 2013 – Dec 2013*

CAREER PAKISTAN, ISLAMABAD, PAKISTAN

RECRUITMENT & SELECTION INTERN*Dec 2012 – Apr 2013*

OVEX TECHNOLOGIES (PVT.) LTD., ISLAMABAD, PAKISTAN

PROFESSIONAL COURSES & CERTIFICATIONS**LEADING ORGANIZATIONS & CHANGE***Sep to Nov-2024*

MIT SLOAN EXECUTIVE EDUCATION, CAMBRIDGE, MASSACHUSETTS

EDUCATION**MASTERS IN BUSINESS ADMINISTRATION - HRM***2010 – 2012*

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR, PAKISTAN

BACHELORS IN BUSINESS ADMINISTRATION - HONS*2005 – 2010*

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR, PAKISTAN

GUEST LECTURES & SPEAKING SESSIONS

- **Iqra National University, Peshawar:** Invited to speak to Business Administration students about “The Impact of Leadership on Employee Motivation” – 26th April, 2018
- **Cecos University, Peshawar:** Invited to speak to Business Administration & Commerce students about “Performance Management” and “Resume Writing” – 17th April, 2018

WORKSHOPS & SEMINARS ATTENDED**HR Development Center 2018**

TCS Holdings Private Limited, Karachi, Pakistan

UPS Technologies

United Parcel Service (UPS), Dubai, U.A.E.

Project Athena

TCS Private Limited & United Parcel Service, Karachi, Pakistan

Train the Trainer

TCS Private Limited, Islamabad, Pakistan

Blue Ocean Strategy

TCS Private Limited, Islamabad, Pakistan

The Service Leadership Workshop by Ron Kaufmann

Octara Pakistan, Lahore, Pakistan

Excellence through Leadership

NUST Business School, Islamabad, Pakistan

Recruitment, Selection & Interviewing Skills by Shuja Ahmed Sheikh
Quickbiz International, Lahore, Pakistan

T360 Master Trainer Program by Haris Tabassum
TCS Private Limited, Islamabad, Pakistan

HR Offsite 2014
TCS Private Limited, Karachi, Pakistan

ADDITIONAL INFORMATION

- Marital Status: Married
- Languages: English (Fluent), Urdu (Fluent) & Pashto (Native)

FIRST REFERENCES

- **S. M. Fahad Shah**
Area Business Head – Peshawar (*formerly*)
Cell # 0301-8597900
 - **Muhammad Saleem**
Senior Manager Learning & Development (*formerly*)
Cell # 0301-8253456
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