



CONTACT

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muhammadwaqarhrm@gmail.com

SKILLS

- HR Management
- Talent acquisition
- Business development
- Public Relations
- Formulation Policies & Procedures as per applicable labor laws
- Leadership and team management
- Customer service
- Staff welfare Management
- Reputation Management

LANGUAGES

Urdu (Speak ,read, write)

English (Speak ,read, write)

DIGITAL MARKETING SKILLS .

- Blog writing , Article writing , Educational professional writing. Research | Creative

MUHAMMAD WAQAR

Manager (HR/ Admin & Coordination)

PROFILE

I am an experienced Senior Professional with over 22 years of practical experience in HR Management /Administration & Coordination, presently serving as Manager (HR) in Pvt sector. I specialized in aligning human resource strategies with business objectives to enhance organizational performance and employee satisfaction.

PROFESSIONAL STRENGTH

My Core Competencies are as :

- Developing and executing HR strategies that support growth and compliance.
- Talent Acquisition, Interviewing & Selection
- Training & Development Programs
- Crafting accurate and role-specific Job Descriptions
- Staff Retention & Engagement Initiatives
- Managing employee performance through structured appraisals and KPIs
- Handling disciplinary actions and grievance resolution professionally and fairly
- Compensation & Benefits Structuring
- Employee Job Rotation & Career Pathing
- Compliance with Labor Laws & Organizational Guidelines
- Deals in Collaboration between Organization and Universities
- I possess extensive experience in collaborating with key external stakeholders, comprising Coordinating with public and private sector bodies like Employee Social Security (ESSI), Employee old age benefit institution, (EOBI) Labor Dept., Administration Department , Commissioner workmen compensation, Workers welfare board, environmental protection agency etc. to ensure full regulatory compliance
- Maintaining health, safety, and environmental compliance as per organizational policies

PROFESSIONAL EXPERIENCE



Manager (HR)

Hussain Corporate Advisors.

Bahria Town Islamabad.

Sept 22, 2025 Till Continue.....

Responsibilities.

Providing HR support to corporate clients in following areas:

Strategic HR & Policy Development

Talent Acquisition & Workforce Planning

Performance Management

Learning & Development

Compensation, Benefits & Payroll Oversight

writing,

- promoting travel and Tours ,Promoting businesses on certain online platforms
- Credibility & Reputation Management
- Review writings.

HOBBIES

- Reading | Literature | News | National & Int Affairs

SOCIAL CONTRIBUTIONS

- Writing blogs on women empowerment, gender equality, humanity, empathy, health, and wellness.
- Working towards poverty elimination by helping and facilitating underprivileged people in Society.
- Encouraging, creating, and supporting awareness about the importance of education for both males and females.
- Discouraging honor killings.
- Promoting awareness equality and social justice in society.
- Supporting social work that fosters positivity and moral ethics.
- Awareness regarding neat and clean environment, participating in plantation drives, promoting "Clean and Green" slogan grow more trees.

ACHIEVEMENTS AWARDS & CERTIFICATES

Obtained certain distinguished Awards and Certificates.

- Employee of the month award by MCB.
- best Manager Award MCB
- Business Category " A "

Employee Relations & Engagement
Compliance & Legal Matters
HR Systems & Reporting



Manager (HR) at Saif Group Textile Division.
Sept 14, 2015 TO 23 JUL, 2025

Responsibilities.

- Managing Employees Recruitment , selection & interviews.
 - Identify the Recruitment Needs through Job analysis
 - Job advertisement and Creating a Right Job Description
 - Screening of Job Applications & Short- Listing of the Candidates
 - Supervision of payroll staff.
 - Drafting , designing & implementation of Human Resources Procedures.
 - Managing Compensation and benefits administration.
 - Managing ESSI & EOBI
 - Managing recoveries of employees' group life, accident, and death claims from Insurance companies.
 - Managing Corporate social responsibility (CSR).
 - Managing Employees Education Benefits & Marriage gift.
 - Custodian of Company all Policies , Procedures & Organo charts.
 - Managing Final Settlement & Conducting Employee Exit Interviews.
 - Leading Workers Welfare Committee (WWC)
 - Conducting internal & External Trainings and Audits Compliance Management.
 - Managing University Industry Collaboration.
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HR Coordinator
Swabi Institute of management Sciences (SIMS)
15 Jul , 2012 TO 12 Aug, 2015

- Coordinate with departmental heads to identify staffing needs.
- Prepare and publish job advertisements through appropriate channels.
- Shortlist applicants, schedule interviews, and assist in the hiring process.
- Facilitate orientation sessions and onboarding programs for new employees.
- Employee Records Management
- Policy Implementation and Compliance
- Staff Training and Development
- Performance Management
- Employee Relations and Conflict Resolution
- HR Reports and Documentation
- Compliance with Higher Education and Regulatory Bodies

- Best business Award in Region. MCB
- Certificate of over all Employee effectiveness (OEE) by Interloop
- Certificate from Labor Directoriate Govt of KPK
- Certificate of Interloop
- Recover funds from insurance companies For entitled widows, legal heirs, of the deceased workers /employees.
- Recover Pensions & Grants from the Emp old age benefits institutions for hundreds of Employees attained the age of superannuation .
- Make sure disability pension & widow pension.
- Social work certificate

PERSONAL INFORMATION

Father Name Muhammad Sherin
 Nationality - Pakistani
 CNIC NO. 16202-5952328-5
 Domicile: -Swabi KPK Pakistan
 Religion -Islam

TRAININGS CONDUCTED

- Documents Data Control
- Audit & Improvement Area
- Training on Insurance
- OEE & MRO (Overall Equipment Effectiveness & Maintenance Repair Overhaul)
- Supply Chain & Main Store Procedure
- Freedom of Association
- Code of Conduct And Ethics
- Training on ISO 17025
- Health Fire & Safety
- Performance Management
- Chemical Handling & Use of PPE's
- First Aid
- Awareness of Workers With SOP's
- Fire Fighting
- Time & Motion Study
- Labour Laws
- House Keeping



Branch Manager

Jun 17, 2001 TO Jun 12, 2012

- Developing and implementing business strategies
- Designing and delivering comprehensive onboarding programs for new employees
- Customer service
- Staff management
- Financial management
- Regulatory compliance
- Business development
- Ensuring marketing strategy
- Manage a portfolio of clients and develop new business relationships.
- Present products and services to potential customers
- Collaborate with internal teams to ensure customer satisfaction and resolve issues.
- Achieve and exceed assigned sales targets.
- Manage a portfolio of clients and develop new business relationships.
- Establishing performance metrics and goals for employees
- Present products and services to potential customers

EDUCATION



1. **MBA Masters in Human resource Management (HRM) 2011-2013 AWKUM, Kpk Pakistan. Obtained CGPA 3.76/4**
2. **Masters in Social Science** University of Peshawar KPK Pakistan 2002-2003
3. **Additional Graduate Degree in Education from AIOU Islamabad 1999-2000**
4. **Graduation 1997-1998** Govt Degree College Swabi KPK Pakistan
5. **F.Sc 1993-1994**
6. **SSC 1992**

COMPUTER SKILLS

Worked on Microsoft Office Suite (word, Excel, power point) ERP, Google Workspace (Docs, Sheets Slide) Slack- Team communication, Sales force, Internet surfing, and other IT applications, I can manage a team with having rich experience of maintaining books, filing, recording transactions both hard & soft. I have Good presentation, drafting, interpersonal, communication. I worked on several Software like SYMBOLS made by Sun Guard Malaysia.

AUDITS CONDUCTED.

Conduct & Participate in significant Internal & External Audits & trainings like :

- **ISO 17025** (International Standardization for Organization)
- **IKEA**
- **INTERLOOP**
- **GUL AHMAD**
- **INDITEX**
- **GTW, GOTS**, (global organic textile standard) **GRS** (global recycle standard)
- **SGS** (social General surveillance)
- **IKEA 6.0 I MUST SOCIAL AUDIT**