

# MUHAMMAD ASLAM

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## HUMAN RESOURCE AND ADMINISTRATION PROFESSIONAL

### CAREER SUMMARY

A competent Human Resource Manager with experience to handle all aspects of Recruitment, Staffing, Resourcing & Development, Performance Management, Payroll, Policies formulation, Onboarding, Employee Welfare, Performance tracking, Compensation & Benefits, and maintain and handle records and process visas. Have worked for MNC, FMCG and Retail Corporate Offices and Factories in Pakistan, UAE, and Oman. A HR Manager/ Generalist who is reliable, knowledgeable, and highly organized team player with excellent communication skills, team building & relationship management with knowledge of HRIS software, MS Office and databases.

On Administration front a highly flexible individual with strong ability to prioritize time sensitive task and have various skills sets to do HSE, Facilities &, Property Management, Insurance, Fleet, Security, Office & Plant Projects Management, Budgets, Assets, Purchasing, and Contracts/Vendor Management. A Team builder bringing management experience and willingness to take on added responsibility to meet tight deadlines. Enthusiastic team player with strong work ethic and effective leadership in all aspects of job with excel at cutting costs which translates to savings (20%) to boost efficiency. Managed a team of 15 employees in a high-volume retail business.

### CORE COMPETENCIES

• HR Policy & Procedures Execution	• Employee Relations
• Training & Development	• Orientation & Onboarding
• Recruitment & Staffing	• Team Development
• Employee Welfare	• Performance Management
• Payroll Processing	• Administration Management

### WORK EXPERIENCE

#### ZAFCO GROUP –HR (Operations) & Administration Manager (Dubai, UAE) June 2012 – July 2020

ZAFCO is the leading exporters, importers, and distributors of Automotive Tires, Batteries and Lubricants. Based in Jebel Ali with Headcount of 400 employees in UAE from Retail to Warehouse to Distribution, it has business operations worldwide.

#### Key Achievements:

- Setting and delivering **HR budgets and forecasts** without any overspending of the budget in last **8 years**.
- **Reduced cost of AED 230,000** for Administration expense by effectively renegotiating the contracts.
- Savings of **AED 9,000** was given to the organization by renegotiating the current value of the product
- Renegotiated the rent of staff accommodation and gave saving of **AED 46,000**.
- Promptly coordinated with landlord of offices & warehouses with effective lease negotiations bring a saving of **AED 90,000**
- Project in charge for new office extension at **AED 2 million** was done within the approved budget
- **AED 86,400** saving was done for car wash facility by negotiation with new company.
- Renewal of contracts for outsource security thus giving a saving of **AED 54,000**
- Delivered project work of **AED 50,000** of Office area, with Pantry for Warehouse employees in Sharjah
- Delivered and worked with Interior Design team to make new Showroom for Trading office in Deira at **AED 1 million**
- Contributed to hand over Retail shops to ENOC @ **AED 45,000** (3 shops)
- Delivered on time for handover of warehouses back to landlord with renovation in Al Ain, Dubai and Abu Dhabi.
- Oversee the management of Interior of Retail Shop in City Walk at **AED 400,000** project cost
- Accomplished to renovate Car wash facility with amenities of reception area, paint booth and polishing area (**AED 800,000**)
- Accountable for the construction work of Truck Center with Wash and oil and filter changes **AED 1.3 million** project

#### Accomplishments:

- **People Services;** Lead and execute the staffing plan for annual year recruiting from blue to white collar employees
- **Customer Service;** Responsible to develop, motivate and retain the team and act as a champion for company culture and support Management and team leaders for all company HR related activities.

- **Compensation & Benefit:** Responsible for salary survey, payroll processing, salary grading and structures for employees of retail staff and warehouses employees.
- **Training & Development;** Arrange training and development for employees who are lacking the skill set with a plan of succession planning of the employees who are key performers.
- **Performance Management:** Implement Yearly plans with KPI for all employees of retail and warehouse employees and regularly evaluate employees to determine their jobs are meeting professionalism and work performance.
- **Onboarding & Orientation:** Responsible for all new employees' onboarding and orientation and informing the safety requirements to be adhered along with company policies and procedures.
- **Legal & Audit Compliance;** Responsible for all legal compliance of the UAE law and ISO audits (internal and external) are adhered as per the guidelines and implemented for all departments.
- **Disciplinary & Grievances:** Manage and resolve all complex issues of employees (personal and company), and disciplinary & grievances issues by providing guidance and consultation across all business units in all related areas.
- **Polices & Procedures;** Implement and execute all company policies for the employees and ensure adherence
- Manage all properties of ZAFCO Entity of Warehouses, Buildings, **Lease Properties**, Retail Shop. Villas and Plots.
- Accountable for smooth running of **30 company fleets** (purchasing, leasing, maintenance & fuel)
- Accomplish and negotiate deals with **vendors** (travel agencies, airlines, hotels, maintenance companies etc.)
- Responsible for managing **asset maintenance services** for all properties held by ZAFCO in UAE.
- Responsible and involved in the renewal process of **group insurance** (medical, life, fleet, etc.).
- Implement and ensure that all **records and databases** are up to date for submitting HR reports to Management

#### IFFCO DISTRIBUTION – Human Resource Manager (Muscat, Oman)

Oct 2009 – May 2012

Joined IFFCO Distribution (FMCG) in Oman as Human Resource Manager with headcount of 300 employees. Reporting to General Manager. IFFCO is a FMCG Company with its presence worldwide in food industry.

#### Key Achievements:

- Recruit Omani employees at all levels for the organization to sustain the Omanisation **60%**.
- Achieved in-house training programs for Sales force of 50 employees thus giving a saving of **OMR 3000** per annum
- Lead the **Oracle Payroll** Implementation by giving key inputs and implementing the module

#### Key Responsibilities:

- Managing from **Recruitment** to onboarding with visa and cancellation process for all employees during the employee tenure.
- Implement and execute core **HR Programs**, Projects and provide HR advisory services to Management and employees.
- **Employee Engagement** Initiatives based on input and survey from employees and actioned it accordingly.
- **HR Administration and payroll** activities which include processing personnel data/ documentation and other legislative requirements are handled efficiently and timely.
- Develop & implement **Annual Manpower HR** plan in partnership with Head Office and update organization charts regularly.
- Implement **Compensation and Benefits** programs to retain talents and ensure as per the market survey.
- Implement **Performance Management** (KPI's) for employees and Managers have set required Objectives and evaluations
- Prepare and ensure compliance of **Company Policies** and procedures along with labour laws are implemented.
- Accountable for **administration** logistics in term of transactions, travel and personnel services.
- Responsible for **legal formalities** related to residency and work permits, insurance, visas, trade license, etc are done on time.
- Implemented various **reward policies** for retention of local employees.
- Responsible for **administration** logistics in term of transactions, travel and personnel services.
- Managing all the process related to **visa and manpower** approvals.
- Effectively manage and resolved various issues of employees' relations with Company and grievances process.
- Manage **staff accommodation and warehouse** for all locations of Oman.
- Ensure that all trade licenses, lease agreement of accommodation and warehouses are renewed on time.
- Accomplished all **insurances** for employees and property (medical, life, vehicles, property and cash in transit).

#### IDL – Human Resource Manager (Dubai, UAE)

Dec 2008 – Sep 2009

IDL is a joint venture company with Dubai Multi Commodities Center. Its Head Office is based in Dubai and has various offices worldwide contributing to the Diamond Industry. Reporting to COO. IDL is a Diamond Laboratories certification company.

#### Key Achievements:

- Managing the logistics movement of Diamonds from worldwide offices at **infinite value**
- Reduced transportation cost for the staff by renegotiation with the vendor thus giving a saving of **AED 23,000**
- Saving of **AED 52,000** was done for staff accommodation during the renewal contract.

### Key Responsibilities:

- Managing from **recruitment** to onboarding with visa and cancellation process for all employees during the employee tenure.
- Implementation of New **Medical policy**
- Imparting **training and development** for employees due to work requirement and need
- **Employee Engagement** Initiatives based on input and survey from employees and actioned it accordingly.
- Responsible for New **employee Onboarding**, verification and internal process are implemented due to high security risk
- HR administration and payroll activities which include processing personnel data/ documentation and other legislative requirements are handled efficiently and timely.

### DAMAC HOLDING – Administration Manager (Dubai, UAE)

Aug 2007 – Dec 2008

DAMAC Group of Companies is largest property developer in Dubai. It has offices around the globe contributing to the construction environment.

### Key Achievements:

- Handling all purchases and support services for the company by negotiating with vendors with a saving of **AED 43,000**
- Achieved outside resources (project managers, architects, suppliers etc.) with office space management thus reducing additional rental cost by **saving of AED 100,000**
- **Budget Management:** Track and Managed the financial expenditure budgets of the Admin department and **monitored costs** to ensure compliance regularly without any **overspending**

### Key Responsibilities:

- Manage all building facilities operation & maintenance activities for head office and all sales offices.
- Designed & managed various auxiliary building & fit-out projects to enable sales growth.
- Manage, maintained, and supported the reliability of the systems, equipment, properties, and assets in the facility.
- Manage contracts, contractors, and procurement functions and providing support for the facility's budget.
- Responsible to work sub-contractors within project budget to maintain facilities systems
- Prepare and review of facility-related budgets, finances, contracts, expenditures, and purchases
- Responsible to coordinate with suppliers, contractors, engineers, and others for equipment operations or maintenance.
- Coordinate with subcontractors on site in line with PPM schedule, including risk assessments and method statements.
- Budget Management: Manage the financial expenditure budgets of the Facility & Admin department and monitor costs.
- Transport and Accommodation: Oversee operation of the Staff Transportation system and coordinate with landlord
- Purchasing: Managing all the purchases and support services of the company.
- Plans, schedules and reviews the day-to-day operational and maintenance activities.
- Prepares & submits routine and special reports such as maintenance schedules, operational & incident reports etc.
- Tracking of projects compare it with the project schedule to ensure that project is progressing as per plan.

### IFFCO GROUP – Human Resource Manager (Tiffany Plant, Sharjah & Pakistan Startup)

Oct 2004 – Jul 2007

IFFCO Group is a FMCG Company with 4000 employees at UAE and worldwide. Managed Tiffany Plant and was transferred for regional assignment to Pakistan and on return handled Group Administration. Reporting to HR Director.

### Key Achievements:

- Ensuring adherence to approved **budgetary plan** and the availability of funds as without any overspending
- Setup, Managed & Developed the **HR function & team** from scratch for operations in Pakistan office.
- Completed **special projects**/Civil Infrastructure by getting economical quotes for interior work by saving of **AED 30,000**
- Lead the entire **Employee Life Cycle Management / HR operations**
- Administration and accountable for all insurance plans via comparison and getting a saving of **AED 65,000**

### Key Responsibilities:

- Managing and execution of **Recruitment policy** to sourcing all levels of employees from Junior to Senior staff.
- Employee **Onboarding to Orientation** and ensuring all records are update and policies are followed.
- Ensuring all legal **visas / work permit** are adhered and implemented.
- **Training & Development** of employees are done along with assessment and arrange internal and external sources.
- Responsible to update **Records and Report** for Senior Management via HRIS database software.
- Formulation of various **HR policies and procedures** such as employee handbook, attendance, leave, travel policies. Etc.
- **Disciplinary** Procedures and Policy to be strictly followed for plant technicians.

- **Employee Engagement** Initiatives based on input and survey from employees and actioned it accordingly.
- Responsible for **Payroll** activities and ensure compliances are done before the due dates without any delays.
- Collaborate with the **HSEQ Department** for inspections, audits, etc. and work permit procedure; to ensure all staff and subcontractors follow these requirements
- Manage and handle **insurance plans** (medical, group, workman policy and company vehicles etc) facilities contracts.
- **Administration:** Managing company accommodation, maintenance and supervision and developed and executed contracts for vendors and suppliers (travel, hotels, warehouses, offices etc.) and arrange for purchase of company fleet.

## PROCTER & GAMBLE – HR and Admin Executive (Karachi, Pakistan)

Apr 1994 - Sep - 2004

Procter & Gamble is a \$600 billion company based in Karachi with employees all over the world. Responsible for various aspects of Human Resource performances such as Recruitment, Employee Relations, Training & Development, Administration & Welfare, Lease and Budget Management for Soap Plant.

### Key Achievements:

- Managed Phone & Fax expenses by putting in systems which resulted a saving of **Rs.0.5 M and reduced Rs.0.8 M on transport budget and Rs.1.8 M for cafeteria budget.**
- Create **Talent Sourcing / Recruitment** drive for recruiting **50 employees** (technicians) in a short span of time.
- **Reduced cost;** by negotiation with suppliers and vendors by getting new vendors for facility management work with a saving of **Rs.500 K**
- Worked on **Salary Survey** of industries & benchmarked the industry data
- Project Management of Extension of Soap Making Plant at **Rs.5 M.**

### Key Responsibilities:

- **Recruitment:** Manage and recruit employees at all levels across various department
- **Employee Transfer:** Responsible for employee transfer, promotions, appraisals, payroll etc.
- **Budgets:** Managing and planning budgets for Facility, Administration, Operation and HR
- **Training and Development:** Overseeing all personnel, facility and administrative training functions in the company and needs analysis by Managing Apprenticeship training program for plant with key steps deployment.
- **Administration:** Ensure full implementation of Asset & Procurement System and the related procedures and arrange approve contracts and service providers including Building Maintenance, Security, Transport, Canteen and Cleaning.
- Fire Fighting Implemented **Evacuation Response System** by leading the execution phase and drill
- Manages multi-disciplinary teams, sets organizational priorities, and allocates resources for the entire Facilities Department.
- Purchasing (RFQ, Purchase Requests, Purchase orders, Delivery, Invoices check) and preparing and updating all process documents related to the Facilities Department ensuring that basic facilities are well-maintained
- Ensuring that facilities meet **government regulations, environmental, health and security standards** by advising department on increasing energy efficiency and cost-effectiveness
- Overseeing building projects, renovations or refurbishments and drafting reports and making written recommendations

## EDUCATIONAL QUALIFICATION

MBA (Human Resources) – Preston University, Karachi Pakistan

## TRAININGS

• Understanding Labor Laws - Pakistan	• Contract Labor & Statutory Benefits - Karachi
• Business Continuity Planning - Belgium	• Introduction to Labor Laws - Karachi
• Basic Cost Management Training - Belgium	• Fire Fighting Training Course - Dubai
• Capital Tracking Database - Switzerland	• First Aid & Basic Life Support Course - Dubai
• ERT & Fire Fighting System – Dubai	• Leadership and Supervisor Training - Oman
• Time Management – Pakistan	• EHS Accreditation – Dubai

## PERSONAL DETAILS

Nationality	:	Pakistani	Visa Status	:	Jafza Employment
Driving License	:	UAE and Oman	Languages	:	English / Hindi / Urdu