



PROFILE

Extensive experiences for the position of Manager HR and Administration with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Add personal value in commercial success of business by directing projects that improve efficiency while meeting deadlines and budget requirements.

ACHIEVEMENT

Earned Doctorate of Business Administration, DBA degree. Got distinction in M.Sc. in Corporate Management. Acquired scholarship from PIFFA and secured 2nd position together with cash reward in FIATA's Advance Higher Diploma in Supply Chain Management. Also possess over 50 professional certifications.

CONTACT DETAILS



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Berlin, Germany

DR. MAHMOOD AHMED KHAN

DBA | M.Sc. Corporate Management | MBA | PMP | CHRP

Google Certified Digital Marketer | Supply Chain Management Specialist



PROFESSIONAL EXPERIENCE

FOUNDER & MANAGING DIRECTOR
APR'21 TILL DATE

GLOBAL HR MANAGEMENT SERVICES

<https://globalhrmservices.com/founder-and-managing-director/>

- Outsource HR relevant services to various organizations including corporate sectors.

MANAGER HR AND ADMIN
OCT 2018 TILL MAR 2021

UNIVERSAL TRANSPORT AND MOVERS - UTM

- Direct the recruitment life cycle for sourcing the best talent from diverse sources after identifying manpower requirements from different departments.
- Construct an HR plan in line with the business plan, including salary guidelines for hiring and performance evaluations for each job within the organization.
- Execute compensation management, performance appraisal, grievance handling etc.
- Design training calendar & programs, conducting programs in association with Trainer & Consultants and evaluating training feedback.
- Ensure that all aspects of payroll are processed correctly and on time by administering payroll procedures, reports (leaves, loan records, penalties etc.) and resolve any payroll problems or discrepancies.
- Train HR team to keep up-to-date them as per industry needs and organization's requirements.
- Device and maintain competitive compensation and benefits plans and keep it update as per industry trends.
- Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of vendors' services.
- Plan, administer and control budgets for contracts, equipment and supplies.
- Act as a liaison between management and employees; update employees with any changes in company policies. etc.

MANAGER HR AND ADMIN
DEC 2011 – SEP 2018

AKHUND FORBES

- Handle the entire recruitment process from initial stage to the execution process.
- Sustain employee files with complete documentation during onboarding, employment and offboarding processes.
- Ensure completion of entire offboarding process. (Password creations and changes, etc.)
- Keep complete record of employee performance history and periodically evaluating performance by conducting appraisals.

PROFESSIONAL SKILLS

PERFORMANCE EVALUATION



TRAINING NEW EMPLOYEES



BUSINESS OPERATIONS



SCHEDULING



CONFLICT RESOLUTION



ADMINISTRATIVE



HR MANAGEMENT



COMMUNICATION



TIME MANAGEMENT



COMPUTER LITERACY



- Develop payroll process for swift generation of salaries and optimize processing time.
- Draft and amend standard operating procedures in accordance with requirements and updating the service rules as and when required.
- Act quickly to resolve any issues causing demotivation; participate effectively in employees' grievance handling and look after their complaints.
- Retain office rules, regulations and discipline among employees; initiating disciplinary action when required.
- Plan, administer and control budgets for contracts, equipment and supplies. etc.

HR EXECUTIVE MAY 2005 – NOV 2011

MOBILE TECHNOLOGY

Assist the manager in completing employment procedures for new hires.

- Responsible to look after employee's performance, termination, layoff, payroll and increment.
- Devise an effective attendance system which increased 85% efficiency.
- Ensure that all aspects of payroll are processed correctly and on time.
- Day to day operations of Human resources division.
- Exit interviews & end of services settlements. etc.

ACCOUNTS MAINTENANCE OFFICER JUN 2004 – APR 2005

STANDARD CHARTERED BANK

- Open and maintain all account details on EBBS banking system.
- Check AOFs in terms of completion of the documentation and KYC.
- Close accounts after ensuring that all the requirements of closing are met i.e. zero balance, cheque book destruction is confirmed, no standing order exists and the instruction is duly approved by an authorized branch officer.
- Handle branch queries regarding new accounts opening, E-statements, closures and maintaining customer's data. etc.



QUALIFICATION

DOCTORATE OF BUSINESS
ADMINISTRATION - DBA

EUROPEAN INSTITUTE OF
MANAGEMENT AND
TECHNOLOGY

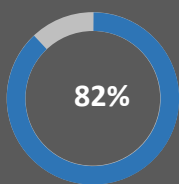
MASTER OF SCIENCE:
CORPORATE MANAGEMENT
(WITH DISTINCTION)

UNIVERSITY OF EUROPE FOR
APPLIED SCIENCES

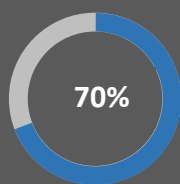
MASTER OF BUSINESS ADMINISTRATION
BI-MAJORS: HR AND MARKETING

MOHAMMAD ALI JINNAH
UNIVERSITY

CORE COMPETENCIES



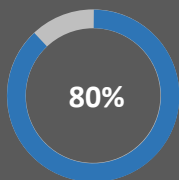
Performance Appraisal



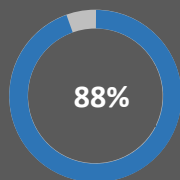
Delegation



Leadership



Training and Development



Recruitment and Retention



CERTIFICATIONS

Please visit my LinkedIn Profile by scanning the given QR CODE for complete details of listed as well as other certifications.

HIGHER DIPLOMA IN SUPPLY CHAIN MANAGEMENT	FIATA, PIFFA AND GOVERNMENT OF PAKISTAN
PROJECT MANAGEMENT PROFESSIONAL (PMP)	PROJECT MANAGEMENT INSTITUTE (PMI)
SIX SIGMA FOUNDATIONS	PROJECT MANAGEMENT INSTITUTE (PMI)
LEAN SIX SIGMA FOUNDATIONS	NASBA
EMPLOYMENT RELATIONS AND EMPLOYEE ENGAGEMENT	THE OPEN UNIVERSITY MILTON KEYNES, UK
BUILDING A PERFORMANCE MANAGEMENT SYSTEM	SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)
ADMINISTRATIVE HR	NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY
ORGANIZATIONAL LEARNING AND DEVELOPMENT	HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI)
RUNNING COMPANY ONBOARDING	HRCI
DEVELOP YOUR HR AND LEADERSHIP SKILLS:	
A. STRATEGIC HUMAN RESOURCES	NASBA
B. LEADERSHIP & STRATEGIC IMPACT	HRCI
C. THE HUMAN RESOURCE HERO	SHRM
D. HR AS BUSINESS PARTNER	LINKEDIN LEARNING
E. STRATEGIC WORKFORCE PLANNING	SHRM
F. HR AND DIGITAL TRANSFORMATION	HRCI
MOTIVATING AND ENGAGING EMPLOYEES	PROJECT MANAGEMENT INSTITUTE (PMI)
IMPROVING EMPLOYEE PERFORMANCE	SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)
HUMAN RESOURCES: PAYROLL	LINKEDIN LEARNING
SUCCESSION PLANNING	NASBA
CREATING AN EMPLOYEE HANDBOOK	HRCI
DIGITAL MARKETING	GOOGLE DIGITAL GARAGE (GOOGLE CERTIFICATION)
GOOGLE ADS DISPLAY	GOOGLE
ADWORDS DISPLAY BRAND CONTROLS	GOOGLE
GOOGLE ANALYTICS INDIVIDUAL QUALIFICATION	GOOGLE
ISLAMIC BANKING AND FINANCE	CENTER FOR ISLAMIC ECONOMICS, (HEADED BY MUFTI TAQI USMANI)