

# DANIYAL AHMAD CHEEMA

Certified Human Resource Professional & Executive Coordinator

## PERSONAL DETAILS

**Profession:** HR and Admin Professional with 8+ Years of Exp.

**Current Residence:** Dubai, United Arab Emirates (UAE)

**Contact Details:** + 971 55 385 3948

**Email ID:** [daniyal.a.professional@gmail.com](mailto:daniyal.a.professional@gmail.com)

**LinkedIn Profile:** <https://www.linkedin.com/in/daniyal-ahmad-cheema-chrmp-5268a3b2/>



## PROFESSIONAL USP

- ✪ Knowledgeable on **UAE Labor Laws** as per Ministry of Human Resources and Emiratisation (MOHRE);
- ✪ Can-Do Attitude for above and beyond the job tasks i.e. Communication, Coordination etc. tasks;
- ✪ Recruiter, Coordinator, and Operations, all HR roles can be performed across the region of UAE.

## CAREER SUMMARY

I am an HR Professional with more than 8+ Years of experience in the sectors of Education, Healthcare, Information Technology, Pharmaceuticals, Textile and Real Estate. I have also worked as Executive Secretary that helps me take up challenging and multiple roles.

## PROFESSIONAL EXPERIENCE

**8.5 Years**



### **ZAHIDJEE TEXTILE MILLS LIMITED**

**MANAGER HR (on-contract)**

**cum Personal Assistant to The Chairman**

*Textile manufacturing company of Yarn, Cotton and Home Textile*

Lahore, Pakistan  
Aug, 2023 – Oct, 2023  
3 months

#### **Achievements:**

- ✪ Ensuring successful capacity development of the existing team by head-hunting quality people;
- ✪ Developing policies and SOPs for developing a corporate culture across the board;
- ✪ Heading the Admin function of the Head Office for smooth working of the office;
- ✪ Ensuring successful integration of customized IT solution with ERP.



### **ANSAAR MANAGEMENT COMPANY**

**MANAGER HR & PAYROLL**

**cum Executive Secretary to HR Comm. & CEO**

*Construction, Real Estate and Project Management Company*

Lahore, Pakistan  
Aug, 2021 – Aug, 2023  
2 Years

#### **Achievements:**

- ✪ Ensuring In-Time Recruitment within challenging timelines (50 hiring in 2 months);
- ✪ Successfully improving the off-boarding (final settlements paid within 14 days);
- ✪ Aligning all benefits with organization's structure and grading (policy developments);
- ✪ Successfully improving the digital presence of the organization (increasing LinkedIn traffic);
- ✪ Improving the retention rate by employee engagement activities (reducing turnover by 8%);
- ✪ Developing KPIs and KRAs in line with the JDs for building a performance culture;
- ✪ Activating the HR Committee by becoming an active secretary (one meeting per quarter);
- ✪ Processing payroll including salary, benefits, taxation and social security of 300 employees;
- ✪ Smoothing the Head Office's Administration by improving petty cash usage;
- ✪ Managing all official assets allotted to employees including vehicles, laptops etc.



### **THE SUPERIOR GROUP**

**ASSISTANT MANAGER – HR & OD**

**cum Executive Coordinator to Director HR**

*A conglomerate of Education, IT, Media, Pharma and Healthcare Business*

Lahore, Pakistan  
Dec, 2014 – Aug, 2021  
6.5 Years

- ✪ Started as MTO and got promotions as HR Officer, Technical Recruiter & HR Business Associate

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## Achievements:

- ✚ Ensuring successful revamping of the organizational culture by preparing and revising policies, 85% compliance of employee files, biometric attendance implementation, improving regularity and punctuality scores through attendance reports and follow-ups etc.;
- ✚ Ensuring the conduct of Monthly Review Meetings for different SBUs of the group;
- ✚ Successfully revamping the employee onboarding program throughout all SBUs;
- ✚ Leading the automation agenda of the organization through ERP implementation (ERP Lead);
- ✚ Facilitating Head of HR by conducting data analytics i.e. Recruitment & Payroll Analysis etc.;
- ✚ Ensuring smooth functioning of the office i.e. Washroom Checklists, Office Spaces etc.
- ✚ Coordinating with Departmental Heads for manpower planning i.e. Recruitment Budgets;
- ✚ Taking the role of Official Communicator i.e. single point of contact for all official emails;
- ✚ Providing support to Compensation & Benefits Team in payroll processing of 2000 + employees;
- ✚ Conducting HR Audits of different SBUs and presenting report to the Group Chairman;
- ✚ Acting as the Executive Coordinator / Assistant to the Head of HR.

## PROFESSIONAL QUALIFICATION



### Bachelors in Business Administration (BBA Hons.)

Majors in Human Resources Management with CGPA of 3.8

**Superior University, Lahore**

*W4-Highest category universities (Higher Education Commission, Pakistan)*

Lahore, Pakistan

2012 – 2016

## PROFESSIONAL CERTIFICATIONS



### Certified Human Resource Management Professional

**Qasim Ali Shah Foundation (QASF)**

Lahore, Pakistan

2012 – 2016

## SKILLS

- |                         |  |
|-------------------------|--|
| ☆ Talent Acquisition    | ☆ Employee Relations                   |
| ☆ ERP Implementation    | ☆ Developing Dashboards, KPIs and KRAs |
| ☆ Data Analytics        | ☆ Organizational Development           |
| ☆ Employee Engagement   | ☆ Interpersonal Communication          |
| ☆ Office Administration | ☆ Communication Lead                   |
| ☆ External Liaising     | ☆ Teamwork and Cultural Awareness      |

## CO-CURRICULAR ACTIVITIES

**Beyond Academics:** Active member of the student bodies and employee engagement activities.

**Leadership:** Experience of leading activities and tasks during academic and professional tenures.

**Interests:** Exploring new places, traveling, watching seasons, reading and passionate about cricket.

## HONORS AND AWARDS

- ☆ Rewarded by Principal for reading 500 + books from the school library during one academic session.
- ☆ Represented Pak U-16 and Lahore U-19 cricket teams during the tenure of 2007 – 2011.
- ☆ Received student scholarship on multiple times on the basis of achieving position in semesters.
- ☆ Rated as Best Employee of the Department in Annual Appraisals of 2017.
- ☆ Received Laptop from The Chairman for successful implementation of the ERP (ODOO).
- ☆ Won a competition "Idea War – 2019" for revamping the Employee Onboarding program.