

MUHAMMAD ASIM QURESHI

HR Professional | Data Analyst

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Career Summary

Strategic HR leader with a demonstrated history of optimizing HR practices and fostering organizational excellence. Proven expertise in talent acquisition, employee onboarding, compensation benefits and HR governance across prominent banking institutions. Recognized for streamlining operations, implementing innovative HR strategies, and achieving outstanding results. Adept at leading HR teams, ensuring compliance, and contributing to overall workforce development. Seeking a senior HR role to leverage skills in driving strategic initiatives and further enhancing organizational success.

Core Skills & Competencies

Talent Acquisition	Employee Onboarding	Employee Relations
Payroll Processing	Exit Management	Antecedent Verification
HR & Administration	MIS Management	Data Management
Excellent communication	Attention to detail	Advanced Excel & Power BI

Professional Experience

National Bank of Pakistan | Unit Head HR Operations, Karachi, Pakistan | Feb 2022 - Present

- Responsible for managing the entire recruitment process from job advertisement to candidate onboarding.
- Welcoming new hires and facilitating their onboarding to their respective groups after orientation.
- Conducting detailed scrutiny of candidate documents (pre-hiring checks), advising talent management for approval, and issuing contracts of appointment.
- Lead the verification unit, overseeing the team's operations and ensuring the accurate verification of antecedents and degrees.
- Developed various type of automated dashboards, using Power BI to make reporting system and to check KPI's and targets.
- Utilize pivot tables for in-depth data analysis and apply advanced formulas for data manipulation.
- Develop macros to automate repetitive tasks, combine and transform data from multiple sources using Power Query.
- Ensure the accuracy of educational records in the SAP system, meticulously validating and updating data to maintain precise and up-to-date information.
- Spearhead the verification process, guaranteeing the integrity of verified records within the SAP system.
- Implement data updates in the SAP system, contributing to the overall efficiency and accuracy of HR operations.

Achievements

- Recognized as high achiever, attention to detail and dedicated to work, receiving a Certificate of appreciation in October 2023, at National Bank of Pakistan.

Silkbank Limited | Assistant Manager HR, Karachi, Pakistan | Jan 2018 - Jan 2022

- Formulated strategic hiring strategies by identifying and anticipating organizational talent needs, developing comprehensive job descriptions, and specifying precise qualifications.
- Leveraged diverse recruitment channels, including databases, online platforms, and social media, to attract, engage, and select high-caliber candidates.
- Led a meticulous screening and shortlisting process, rigorously reviewing resumes and applications to identify exceptionally qualified individuals.
- Orchestrated the seamless coordination of interviews, effectively evaluating and sorting applicants to efficiently fill open positions, enhancing the overall recruitment process.
- Oversaw the Exit Management Process for both permanent and contractual staff nationwide, ensuring a smooth and compliant departure process.
- Managed comprehensive processes for employee transitions, including coordination with new employers for loan takeover and subsequent follow-ups, fostering a seamless handover.
- Issued Release letters and Service Certificates with precision, adhering to final settlement formalities and compliance standards.
- Executed meticulous antecedent verification processes for former staff, reinforcing the accuracy and reliability of HR records.

Achievements

- Awarded the Best Performance Award in 2017, at Silkbank Limited.

Silkbank Limited | Officer Employee Relations & HR Governance,Karachi, Pakistan | Jan 2015 – Dec 2017

- Oversaw a portfolio comprising approximately 3000 third-party Outsourced Staff, ensuring effective management and coordination of their employment life cycle.
- Facilitated high-quality and timely hiring of staff through Third-Party Contractors, emphasizing efficiency and adherence to organizational standards.
- Prepared comprehensive hiring approval memos and communicated hiring requests to vendors, ensuring streamlined and transparent processes.
- Managed the resignation process for all Outsourced staff, meticulously checking and overseeing their full and final settlements to guarantee accuracy and compliance.
- Ensured the punctual disbursement of salaries for all outsourced staff, contributing to seamless financial processes.
- Conducted performance appraisals for both outsourced staff and permanent subordinate staff, fostering a culture of continuous improvement and professional development.

**Professional Employers (Pvt.) Ltd.
Executive Client Relationship | Sep 2014 – Jan 2015 | Employee Service Executive | Jul 2013 – Aug 2014 | Office Assistant | Nov 2011 – June 2013**

- Orchestrated seamless communication with clients, ensuring precise understanding of staffing requirements and fostering productive relationships.
- Devised and executed impactful job posting and advertising strategies, utilizing diverse platforms and social media to attract and engage passive candidates.
- Applied meticulous screening and shortlisting methodologies, rigorously reviewing resumes and applications to identify and qualify potential candidates.
- Conducted comprehensive interviews, employing a strategic assessment approach to select the most suitable candidates aligned with client needs.
- Managed the end-to-end coordination of interviews, facilitated candidate assessments, and provided seamless onboarding assistance for a positive integration experience.
- Oversaw HR and administrative aspects for outsourced staff, guiding them through the entire employment lifecycle, from onboarding procedures to effective exit management.

Achievements

- Recognized for outstanding performance and consistently meeting high expectations in monthly internal audits throughout 2013, receiving a Certificate of Achievement in December 2013, at Professional Employers (Pvt.) Ltd.

Self-Employed | 2009 – 2011

Professional Employers (Pvt.) Ltd. |Verification Executive | Jan 2007 – Dec 2008

Education

Bachelor’s Degree	
University of Karachi, Pakistan	Year 2013