Dr M A L I K K A N J I

(D.H.M.S, DHRM, EMBA – HRM, DCS, OCP, MCP, USUI REIKI PRACTITIONER)

ANARKALI ARCADE, BLOCK 14, GULSHAN-E-IQBAL, OPPOSITE MAYMAR SQUARE, KARACHI, PAKISTAN.
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OBJECTIVE

To pursue a Strategic HR role with an organization where my skills and experience could be utilized to bring the organization to its maximum potential.

PERSONAL PROFILE & SPECIFIC EXPERTISE / SKILLS

Being a proactive HR professional, I always remain ready to accept challenges, to give innovations and to be a team player. Throughout my practical experience in HR, I have got a business intelligence correlated HR strategies & functional skills, knowledge and attitude. I have analytical brain power coupled with innovative mind how to do different, with learning experience how to manage and lead people towards achieving organizational goals.

I have **15.5 years' experience** in the field of **Human Resource Management**. I have experienced major in Organizational Development, Structuring/restructuring/re-engineering, Change Management, Work force planning, HR Budgeting, forecasting of business requirements during launching/structuring/restructuring (regarding manpower, manpower developments, sourcing, expenses etc), need analyses, recruitment and selection, Compensation and Benefits, HRIS, Payroll administration, Employee Relations, Performance Management System, HR policies and Procedures, coaching and mentoring the line managers, Talent Management, job analyses, job evaluation.

PROFESSIONAL EXPERIENCES – (LAST EIGHTEEN YEAR'S DETAIL)

- **Presently Working as an Assistant Vice President - HR** — **Since January, 2011**
  ARY Digital Network
  D-120, S.I.T.E, Karachi
  http://www.arydigital.tv

  ARY Digital is the subsidiary of the ARY Group established in 1970. The ARY Group of companies is a Dubai-based holding company founded by a Pakistani businessman, Haji Abdul Razzak Yaqoob (ARY) who is the chairman of the group. It is a family owned concern with main operations being handled by the four brothers i.e. Haji Jan Mohammad, Haji Abdul Razzak Yaqoob, Haji Mohammad Iqbal and Haji Abdul Rauf.

  Responsibilities:
  Policies Revision
  Recruitment & Selection
  Time Management System
  Payroll Management
  Employee Relation
  Compensation & Benefits
  Performance Management
  Training & Development of HR Staffs
  Succession Planning

  Reporting to: Senior Vice President - Human Resource (Head of the Department) / Company Directors / C.E.O
  Achievement: Four Promotions in Eleven years.

- **Assistant Manager - HR** — **Nov 2006 to Dec 2010**
  Gerry's Softlogic (Pvt) Ltd
  Central Hotel Building, Mereweather Road, Karachi
  http://www.gerrys.com.pk/softlogic/ **&** http://www.gs.com.pk

  Pakistan's Leading information & technology company (ICT Company) that provides value added services to a broad based clientele with 275 employees working all over Pakistan. An IT solution provider and partners of DELL, SAP, CISCO, Microsoft, EMC2, redhat & Oracle etc

  Responsibilities / Achievements:
  Assist in Established HR Department for the company.
  Maintain personal records/files of personnel including appointment, induction, training transfer, promotion, warning, grievances, disciplinary proceedings, payments, performance, appraisal, termination, etc and keep them up to date.
  Assists in developing job descriptions, preparing advertisements, checking application forms, Resume Screening-shortlisting, interviewing and selecting candidates.
  Compilation of all attendance related applications & attendance reports, also operating Time Management System, maintaining leave records of all employees.
  Administering payroll and maintaining records relating to staff.

Listening to grievances and implementing disciplinary procedures.
Developing HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels.
Analyzing training needs in conjunction with departmental managers.
Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
Coordinating with universities and business schools for the purpose of recruitment and internship.
Maintain and update records, documentations and files timely returns under the relevant labor laws.
Handle all correspondence with EOBI, SESSI, PESSI, CBR and EFP (Employers' Federation of Pakistan).
Maintain and update employee's health insurance record and its policies. Compilation of insurance claims.
Assist in design and implementing orientation program for the new appointments in consultation with the departmental heads.
Manage the Human Resource Manual of Company.
Designing the Organogram, different application forms for the company & designing the trophies for separating employees.
Organized Farwell Get-together for separating employees.
Preparing and placing the advertisements in the local and national press.
Development of JDs of departments/ Assists with HR special projects.
Any other work as may be assigned by the Manager – HR & Administration.

Reporting to: Manager – Human Resource & Administration / Managing Director
Achievement: Three Promotions during my stay in GSL.

- **Asst. Network/Admin cum Call Center Executive** — **Nov 2004 to Oct 2006**
  Secure Voice Link (SVL)
  http://www.securevoicelink.com

  Secure Voice Link (SVL) is an inbound and outbound call center is equipped with state-of-the-art; leading edge computerized system, software, and highly trained agents to meet your customers' needs. We are capable of handling thousands of calls every day and multiple calls at any time. SVL allow your business's sales and customer service divisions to be open 24/7, 365 days a year.

  Networking & software configuration. Sometimes manage Calls on company requirement.
  Dealing with Telephonic Calls originated from USA. Providing after sales/technical support to the customers.
  Provide necessary software training of upcoming software's to the Agents.
  Recommends hardware & software upgrades.

  Reporting to: Network Administrator / Floor Manager / Chairman

- **Assistant Incharge Dealer Section & Technical Support (Helpline)** — **Nov 2000 to Dec 2004**
  Paknet Limited (ISP)
  Sharah-e-Faisal, Near Roomi Masjid, Karachi
  Http://www.paknet.com.pk

  Paknet Limited (Subsidiary of Pakistan Telecommunication Company Limited), Karachi, Pakistan, The Pakistan's Largest Internet Service Provider.

  Responsibilities:
  Developing Marketing & Sales strategies.
  Handle all Dealers' Queries (i.e. Bank Reconciliation, Dealers Reports, Dealers Sales, and Dealer Complaints etc.).
  Also Worked as Technical support officer, responsibilities include configuration of Internet a/c, formatting etc. Networking & Hardware Installation at Helpline.
  Work on Customer Service as Customer Support Officer/.also work on Helpline as Helpline Attendant.
  Worked on Advance ISP Billing (Accounts creation and deletion). Correspondence with regional and head office.

  Reporting to: Incharge Dealer Section & Technical Support (Helpline) / Divisional Engineer
  Achievement: In the history of Paknet Limited (Subsidiary of Pakistan Telecommunication Company Limited), it was the first time any Asst. Incharge Dealer Section intake fifteen dealers within six months.

QUALIFICATION / CREDENTIALS

- **DHMS** - **Diploma in Homeopathic Medicine & Surgery, - Boiron Homeopathic Medical College** (In Progress – 3rd Yr)
- **USUI REIKI** - **Level III & IV (Master attunement) – TIMS, 2015 -** Dr. Moez Hussain **(Grand Master)**
- **DHRM** - **Diploma in Human Resource, 2013**
- **EMBA** - **Executive Masters in Business Administration, 2009 -** Majors: HRM – **Cum. GPA 3.8**
- **BSIT** - **Bachelor of Science & Information Technology, 2004** - Majors: MIS, Networking – **Cum. GPA 3.5**
- **DCS** - **Diploma in Computer Science, 2000** – NCPE
- **HSC** - **Higher Secondary Education, 1998** – **Grade C**
- **SSC** - **Secondary School Education, 1996** – **Grade A**

CERTIFICATIONS / COMPUTER PROFICIENCY

- Microsoft Certified Professional (**MCP**)
- Oracle Certified Professional (**OCP DBA** Track - **Oracle 8**)

PROFESSIONAL TRAINING

- Trained by **CATCOS INTERNATIONAL**
  - **ET/CCAT** (Call Center Agent Training & Executive Training)
  - **EANP** (English Accent Neutralization Program) & Resource tackling & **CCE** (Call Center Ethics)
- Trained by Saifullah Khan – Wing Commander, Pakistan Rangers in Aga Khan Gymkhana
  - **Anti-Terrorist Training**
- Trained by Focus Pakistan
  - **CERT - Community Emergency Response Team** (Search & Rescue, Fire Fighting, Repelling, First Aid and Rope Management)
  - **Swimming Specialization** (Trained by Major Sohail, Pakistan Navy in Aga Khan Sports Center)

SOCIAL ACTIVITIES

- Member of Noorabad Public Affairs & Security Committee
- Vice Chairman of Noorabad Transport Committee
- Member Share Holder of Pak Fidai Housing Society

PERSONAL DATA

Father Name: Moosa Ali Kanji
Date of Birth: January 10, 1981
Marital Status: Married
Dependents: 02 (Two)
CNIC#: 42201-0466161-5
NTN#: 3082210-0
EOBI#: 050-OJ-037176
LinkedIn Profile: http://pk.linkedin.com/in/malikkanji

REFERENCES

- Name: Mr. Amjad Bukhari
  Designation: G.M. Human Resource at OBS Pakistan Limited
  Contact #: 03008226110 / 03468202210
  Relationship: Professional

- Name: Mr. Tariq Saeed
  Designation: Manager - Human Resource at Johnson & Johnson Pakistan (Pvt.) Ltd.
  Contact #: 03008266990
  Relationship: Professional

- Name: Mr. Shafique Ahmed
  Designation: BGD. Pak Army
  Contact #: *Confidential* - Provided on request
  Relationship: Professional

- Name: Mr. Shahnawaz
  Designation: Major / P.R.O. Pak Rangers
  Contact #: *Confidential* - Provided on request
  Relationship: Professional

- Name: Mr. Mohsin Shafi
  Designation: Senior Vice President / Head of Human Resources at *Confidential*
  Contact #: *Confidential* - Provided on request
  Relationship: Professional