

SADIQ LAKHANI

Human Resource Professional

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PROFESSIONAL SUMMARY

Strategic and innovative senior HR professional who translates business vision into HR initiatives that improve performance, profitability, growth, culture and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. An influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

COMPETENCIES

- ✓ Talent Acquisition & Management
- ✓ Guerrilla Recruiting
- ✓ Learning & Organizational Development
- ✓ Ability to Leverage Artificial Intelligence
- ✓ Orientation & On-Boarding
- ✓ Compensation & Benefits
- ✓ Performance Management (KPIs)
- ✓ Culture and People Management
- ✓ Motivational Speaker
- ✓ Change Management
- ✓ HR Processes Automation, Integration & Optimization
- ✓ Employee Relations (Grievance/Dispute)
- ✓ Employee Engagement & Happiness
- ✓ Proficient in MS Office, HR ERPs

WORK EXPERIENCE

Senior Manager Human Resources Apr 2021 – present

Manager Human Resources Sep 2018 – Mar 2021

Nexus Corporation (Software house/IT Company)

Achievements/Tasks

- ▣ **Talent Acquisition (Guerrilla Recruiting):** Partner with cross-departmental heads for hiring needs. Develop strategies and lead team for creating pool of potential candidates for technical and non-technical position, ensure right person hiring within strict deadlines. Interview candidates for evaluating their competencies and culture match. Also look after overall recruitment life cycle from position requisition to on-boarding. Ensure that HR team is handling proper pre and post joining documentations and orientation.
- ▣ **Learning & Organizational Development:** Working as strategic partner with the company, led the process of HR transformation from manual to digital. Prepare organogram and departmental structures in alignment with the organization's size, vision, missions, values, industry practice and nature of business. Identification of training and learning needs via organization wide assessment and champion's voice and initiated a modular based training/learning programs. Identifications and development of in-house trainers via trainer hunt and train the trainer programs. Conduct job evaluations and developed job descriptions of each job role/position. Developed KPIs of each position and department and introduced rating based performance evaluation system. Developed policies, procedures and SOPs from scratch. Prepare comprehensive employee grading structure with career development plan. Introduced a concept of Job Buddy in order to smoothen connectivity of new employee with the company and other employees.
- ▣ **Compensation and Benefits:** Prepare and maintain employee benefits plans in accordance with the organization's benefit structure, also align revamp and suggest changes to maintain market competitiveness. Lead and process monthly payroll, incentives, commissions, disbursements. Deal with 3rd party/service providers. Monitor and lead HRIS maintenance for employees' attendance, leaves and absence record, etc. for preparing dashboard and reports for assessment and management reviews. Timely update and maintain JDs, departmental structure, grading system and pay scale.
- ▣ **Performance Management:** Conduct quarter, bi-annual and annual performance appraisals for increments and performance based bonus. Sit with each HOD to discuss proposed performance rating, increments & promotions. Proposed increment percentage to the management as per market practice which help organization to stay competitive with the market trends. Take part in setting future goals of each department in consultation with HOD and Director.
- ▣ **Employee Relations and Engagement:** Deal with employees and HODs in respect to the grievance and dispute resolution, retention, counter offer and guide them according to the policies and procedures. Lead and arrange employee engagement programs which includes but not limited to motivational speaking sessions, mental health session, picnics, annual events and monthly activities by Nexus Club.
- ▣ **Team Management & Operations:** Lead HR team for 360 degree operations. Hire and active new member as per department need. Train, coach and mentor them to manage workload and their career development. Disseminate work/job adequately and monitor progress. Conduct team's performance evaluation and share their feedbacks for further efficacy and development purpose. Prepare analytical reports for senior management/directors reviews which help them taking better decisions.

Projects and Proud Achievements:

- Involved in development of employee portal which includes (**HRIS, Payroll Management, on-boarding & Off-boarding system, Performance Management, AI based attendance system and Recruitment & Selection system**).
- Restructure/revamp departmental structures, talent acquisition process, benefit plans, developed KPIs, introduce employee engagements, L&OD domain, etc.

Sr. Specialist Employee Benefits – Compensation & Benefits

Bol Media Group & Aexact Private Ltd (*Media, Software house/IT Company*)

Nov 2016 – Aug 2018 & Dec 2012 – Jun 2015

Achievements/Tasks

- **Compensation and Employee Benefits:** Leading the team for multiple employee benefits which includes but not limited to in-house medical benefits, company vehicle allocation, etc. Prepare and maintain employee benefits plans in accordance with the organization's benefit structure, also align revamp and suggest changes to maintain market competitiveness. Lead and process monthly payroll, incentives, commissions, disbursements. Deal with 3rd party/service providers. Monitor and lead HRIS maintenances for employees' attendance, leaves and absence record, etc. for preparing dashboard and reports for assessment and management reviews. Timely update and maintain JDs, departmental structure, grading system and pay scale.
- **Organizational Development:** Working as strategic partner with the company, developed the Employee Medical policy, system and team for more than 18000 lives coverage. Prepare and timely update departmental structures in alignment with the organization's size, vision, missions, values, industry practice and nature of business. Conduct job evaluations and developed job descriptions of each job role/position. Update and develop policies, procedures and SOPs. Prepare comprehensive employee grading structure for BOL Media which penetrate the media industry and help organization in hiring top media professionals. Introduced a concept of Job Buddy in order to smoothen connectivity of new employee with the company and other employees.
- **Employee Relations and Engagement:** Deal with employees and HODs in respect to the grievance and dispute resolution, retention, counter offer and guide them according to the policies and procedures. Lead and arrange employee engagement programs which includes but not limited to monthly performance recognition events, motivational speaking sessions, health awareness sessions, picnics, annual events Team Meet and.
- **Team Management & Operations:** Lead HR Comp & Ben team for overall operations. Hire and active new member as per department need. Train, coach and mentor them to manage workload and their career development. Disseminate work/job adequately and monitor progress. Conduct team's performance evaluation and share their feedbacks for further efficacy and development purpose. Prepare analytical reports for senior management/directors reviews which help them taking better decisions.

Sr. Asst (HR Coordinator)

Supervisor Outpatient Clinics CMS

The Aga Khan University Hospital

Feb 2016 to Oct 2016 & Sep 2008 to Dec 2012

Achievements/Tasks

- Responsible for all HR related matters which includes but not limited to Attendance management, leaves management, 3rd party employee hiring and management.
- Lead operations and staff of Outpatient department.

Asst. Admin /Accounts

Zurash Industries (Pvt.) Ltd

Sep 2006 to Aug 2008

Achievements/Tasks

- Responsible for all HR related matters which includes but not limited to Attendance management, leaves management, 3rd party employee hiring and management.

EDUCATION

Masters of Business Administration – HRM **2016**
Mohammad Ali Jinnah University

Bachelors of Commerce **2009**
University Of Karachi

LANGUAGES

Urdu
Native or Bilingual Proficiency

English
Professional Proficiency