



KALEEM AKHTAR

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OBJECTIVES

To establish a long-term career in the field of Human Resources Management in national & international horizons, to seek challenging responsibilities, and to work with diligence and devotion. I will continue to widen my knowledge and experience as to keep abreast of the changing discussion in this field.

HR SKILLS

HR Department Startup	Staff Recruitment & Retention	Orientation & On-Boarding
Employment Law	Employee Relations	Training & Development
Mediation & Advocacy	Alternative Dispute Resolution (ADR)	Performance Management
Health and Safety	Benefits Administration	Organizational Development
CPR/Work Visa/F. Visa	HR Program/Project Management	HR Policies & Procedures

PROFESSIONAL EXPERIENCE

WEST POINT HOME (BAHRAIN) W.L.L. — (Kingdom of Bahrain)

Leading Home Textile Industry - Employing 1300 employees

Manager Human Resource, Dec. 2006 to Jan - 2025

Heading all Human Resources and Administration functions of the company employees from various cultures and origins, comprising the state of art for four huge textile setups including Spinning (68500 spindles) Weaving (a mix of 480 looms including dobby and electronic jacquards) Finishing & Fabrication. Worked with Director HR /Admin to create HR policies and procedures; staff & employees recruits; create group benefits databases; develop & implement orientation programs, training and development programs, incentive programs. Manage leave-of-absence programs and personnel records; administration of enrollment benefits and programs; preparation of HR budget and handle all HR generalist workplace issues.

Key Results:

- ♦ Development and Implementation of HR policies and procedures
- ♦ Development & Implementation of HR strategies of the company.
- ♦ Recruitment and selection from Pakistan, India, Bangladesh and Nepal in various disciplines.
- ♦ Compensation Management, Management of Salaries, Over Time, efficiency rewards and performance bonuses.
- ♦ Training & Development and implementation of in-house and external training programs based on training needs analysis.
- ♦ Preparation and implementation of manpower budgets and rationalization of manpower and preparation of organizational structures.
- ♦ Manage & Control of Manpower Plans and to complete the hiring process.
- ♦ Support business need through the development, engagement and motivation of employees.
- ♦ Maintain and monitor People Systems, Data, Personnel Files and Procedures.
- ♦ Preparation of Job descriptions and effective implementation.
- ♦ Lead performance management including probation reviews, performance evaluations & employee development plans.
- ♦ Performance review meetings.
- ♦ Implement and Maintain reward plans and benefits programs for the company employees with the alignment of Top Management.
- ♦ Conduct salary surveys to rationalize salaries at all levels (Benchmarking).

- ◆ Promotions, Increments, transfers, disciplinary action, terminations/resignations, leaves, final settlements, exit interviews personnel files etc.
- ◆ Social Compliance issues including IMS (ISO 9001, ISO 14001, ISO45001) GOTS & OCS 100, SCAN, CTPAT – Security Compliances of international standards, BSCI, HIGG Index, STeP Certification & Sedex for Vanguard, Kohl's, RL & other international brands.
- ◆ Monitor and support office Security and Health & Safety protocols of the Production Units.
- ◆ Ensure legal and regulatory compliance in all HR practices, including local regulations, company policies & Compliance with Labour Laws of Bahrain.
- ◆ Visa/Immigration issues of all employees & handling all types of Court Cases related to the company employees.
- ◆ Training and Development of the Managerial Staff, Managers, Foreman/Supervisors and workers throw the Training Institutes form Bahrain.
- ◆ General Administration including security staff, housekeeping, maintenance of the building management of residential colonies, management of vehicles (Owned & Contract vehicles), movement of employees from other countries to Bahrain and their immigrations matters.

PROFESSIONAL EXPERIENCE (CONTINUED)

MANAMA TEXTILE MILLS W.L.L. — (Kingdom of Bahrain)

In one of the renowned groups of Bahrain involved in Home Textile.

Assistant Manager HR May 2006 to Dec.2006

Promoted to fulfill a broad range of HR functions, including recruiting, T&D of employees, administration of company benefits, employees' disciplinary action and managing HR records.

Key Results:

Coordinate with Management Representative regarding documentation and implementation of

- ◆ Quality Management System (ISO 9001 : 2000)
- ◆ Environmental Management System (ISO 14001)
- ◆ Social Management System (SA 8000)
- ◆ Development of Company HR and Health and Safety Manual
- ◆ Development and Implementation of HR policies and procedures
- ◆ Development & Implementation of HR strategies of the company.
- ◆ Recruitment and selection from Pakistan, India, Bangladesh and Nipal in various disciplines.

PROFESSIONAL EXPERIENCE (CONTINUED)

IBRAHIM FIBRES LIMITED — Faisalabad (Pakistan)

In one of the renowned groups of Pakistan involved in Banking, Government Organizations, Power Generation & Textile

Human Resource Officer Jan. 2004 to Apr. 2006

Managed a large scale of composite textile unit of 2300 staff (technical & non-technical). Reporting to Group Manager HR. Staff included of Daily wage, ad-hoc, contractual and permanent employment status.

Key Results:

- ◆ Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues)
- ◆ Establish and maintain appropriate systems for measuring necessary aspects of HR development
- ◆ Monitor, measure and report on HR issues, opportunities and development plans and achievement within agreed formats and timescales
- ◆ Manage and develop direct reporting staff.
- ◆ Manage and control departmental expenditure within agreed budgets/funds allocated.
- ◆ Liaise with CBA and other Government Industrial Relation departments on the labor industrial issues/matters.

- ◆ Liaise with other functional / departmental head so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements.
- ◆ Maintain awareness and knowledge of latest HR development theory and methods and provide suitable interpretation to directors, managers and staff within the organization.
- ◆ Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
- ◆ Ensured activities meet with and integrate with organizational requirement for quality management, health and safety, legal requirement, environmental policies and general duty of care.
- ◆ Audit and authenticate all documents related to legal, salary statements and distribution, policies etc.
- ◆ Develop and maintain healthy relation with Govt. and Non-Govt. Organizations for better and fast functioning of organization.
- ◆ Plan for employee's performance appraisal; develop tools for appraisal, job evaluation and development.
- ◆ Plan and direct for Training's of employee including senior managers, maintain contact with outside resources for training.

EDUCATION & CERTIFICATIONS

CIPD— Chartered Institute of Personnel and Development (Intermediate, Level-05)
Human Resources Management and Learning & Development, UK
 (Human Resources Management), (March 2013 – August 2013)

CIPD— Chartered Institute of Personnel and Development (Diploma, Level-03)
Human Resources Management and Learning & Development, UK
 (Human Resources Management), 2011

PUNJAB UNIVERSITY — Institute of Administrative Science, Lahore, Pakistan
Master of Public Administration (Human Resources Management), 2003

PUNJAB UNIVERSITY — Institute of Business Administration, Lahore, Pakistan
Master of Business Administration (Account & Finance), 2004

GOVT. COLLEGE OF COMMERCE — Sargodha, Pakistan
Bachelor of Commerce, 1999

(Advance Accounting, Cost Accounting, Income Tax, & Human Resources Management)

GOVT. COLLEGE OF COMMERCE — Sargodha, Pakistan
Diploma of Commerce, 1997

GOVT. CENTRAL MODEL HIGH SCHOOL — Sargodha, Pakistan
Matriculation (Sciences), 1995

PERSONAL SYNOPSIS

FATHER NAME	:	SANAULLAH BHATTI
DATE OF BRITH	:	JULY 07, 1979
CPR #	:	790731193
MARITAL STATUS	:	MARRIED
DRIVING LICENCE	:	PRIVATE (LIGHT)

REFERENCE

Will be made available on request.