

Muhammad Haseeb Riaz

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Professional Summary

A dedicated and result-oriented Human Resources professional with over **6 years of diverse experience in managing HR policies, talent acquisition, employee development, payroll, and compliance strategies**. Demonstrated expertise in overseeing organizational operations, recruitment processes, and HR policy implementations, ensuring alignment with organizational goals. Known for delivering strategic solutions to drive company growth and optimize human capital. Possesses strong leadership, administrative, and project management skills. Seeking a dynamic role in human resources and operations where my expertise can contribute to organizational success.

Employment History:

- 1. Manager Human Resource (HR)**
IT Butler e-Services FZ LLC
July 2024-Till date
- 2. Manager HR &Operations**
The Madaan Group of companies
April 2023- June 2024
- 3. HR & Admin Manager**
Flagship Properties Pvt Ltd
September 2019- March 2023
- 4. HR Intern**
Kohinoor Textile Mills Rawalpindi
July 2019- August 2019

Education:

- Bachelor of Science in Business Administration (BBA)**
COMSATS University Islamabad, Pakistan
Specialization: HR
- Master of Sciences (MS-HR)**
COMSATS University Islamabad, Pakistan

Projects:

1. Worked on Overall Recruitment & Policy making Project at N7 Group (UAE, Australia, Pak).
Duration: 5 Months
2. Worked on Overall Recruitment, Client handling, Partnerships & Policy making Project at Logic Finder (USA & Pak) Duration: 45 days

Employment Details:

<u>1. Company Name:</u> IT Butler e-Services FZ LLC Islamabad Niche: Cybersecurity Service & IT Services <u>Head Office in Riyadh, Saudi Arabia</u>  Position: HR Manager	Recruitment and Staffing: Handling all the recruitments of <i>Saudi Arabia, UAE & Pakistan.</i> Led the recruitment efforts for key positions across multiple departments. Implemented a systematic recruitment framework, reducing the time-to-hire by 20%. Designed and executed recruitment strategies, developed job descriptions, and managed candidate pipelines. Streamlined the onboarding process, ensuring that new employees transitioned smoothly into the organization. Employee Relations: Managed employee relations by facilitating open communication between employees and management. Resolved workplace conflicts, promoted employee welfare, and maintained a positive work culture. Conducted exit interviews and provided feedback to improve employee retention strategies. Policy Development and Compliance: Drafted and enforced new HR policies to address evolving workplace requirements, including flexible working hours and remote work policies. Ensured compliance with all local labor laws, including tax regulations, contract management, and employee benefits. Office Management: Overseeing office administration, including budgeting, logistics, and vendor negotiations. Managed daily office operations and staff, ensuring smooth workflow. Monitored office expenses, facility management, and office equipment maintenance, contributing to cost-efficient operations.
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2. Company Name

**The Maidaan Group of
Companies**

**Niche: IT/Software industry,
Real-estate, Legal Services**



**Position: HR & Operations
Manager**

Leadership & Strategic Management:

Lead the HR and administration functions, managing a team responsible for various domains, including talent acquisition, policy compliance, and employee development.

Developed and implemented organizational strategies to support company growth and operational efficiency.

Talent Acquisition: Spearhead recruitment strategies, identifying and onboarding talent to meet the company's evolving needs.

Oversee job descriptions, interviews, and hiring processes for both technical and non-technical positions.

Handled the recruitments of **USA, Dubai & Pak.**

Training & Development: Designed and executed comprehensive training programs for employees across multiple departments. Focused on upskilling staff to align with organizational goals and maintain a high standard of performance.

Operational Supervision: Ensure smooth business operations by managing both HR and administrative tasks, supervising operational workflows, and providing strategic input on day-to-day challenges.

Compliance Management: Implemented and ensured adherence to HR and company policies, with particular attention to legal compliance in recruitment, payroll, and employee relations.

Managed regulatory compliance and addressed labor laws to mitigate risks.

Policy Development: Contributed to the design and execution of HR and operational policies to improve organizational efficiency and foster a positive work environment.

Payroll Administration: Led payroll administration, ensuring accurate and timely payments, adherence to tax laws, and compliance with benefits programs

Administrative Oversight: Managed office administration including logistics, vendor management, office supplies, and operational support services, ensuring all departments function seamlessly.

<u>3. Company Name</u> Flagship Properties Pvt Ltd Niche: Real-estate  Position: HR & Admin Manager	HRM & HRD Policy Creation: Developed and rolled out comprehensive Human Resource Management (HRM) and Human Resource Development (HRD) policies. These policies enhanced employee retention, satisfaction, and overall company performance. Employee Retention: Spearheaded initiatives to reduce turnover by implementing employee engagement strategies, development programs, and improved onboarding processes. Payroll Administration: Led payroll administration, ensuring accurate and timely payments, adherence to tax laws, and compliance with benefits programs. Reduced payroll discrepancies and streamlined salary processing. Recruitment & Onboarding: Managed end-to-end recruitment, including talent sourcing, interview processes, and onboarding of new employees. Worked closely with department heads to identify talent needs and align recruitment strategies. Performance Evaluation: Developed and monitored performance evaluation frameworks to assess employee progress and provide feedback. Ensured regular performance reviews were conducted across all departments. Operational & Financial Supervision: Supervised the administrative office, including budget management, daily office expenses, and ROI evaluations. Collaborated with finance teams to enhance company profitability through strategic operations.
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4. Company Name Kohinoor Textile Mills  Position: HR Intern	Attendance & Documentation Management: Monitored employee attendance and maintained accurate records, ensuring compliance with company policies. Assisted in creating employee files and organizing HR documentation. Recruitment Support: Supported the recruitment process by assisting in screening candidates, preparing job advertisements, and scheduling interviews. Policy Contribution: Contributed to the development of internal HR policies, providing insights based on industry best practices. Administrative Tasks: Handled various administrative responsibilities, including organizing meetings, maintaining records, and assisting with employee onboarding.
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Certifications:

- **Strategic Human Resources – IE Business School**
- **Administrative Human Resources**
- **Project Management**
- **Brand & Product Management**

Skills:

- **Human Resource Management:** Proven experience in recruitment, employee relations, payroll management, and HR policy implementation.
- **Talent Acquisition:** Expertise in identifying talent, managing recruitment processes, and onboarding new hires to enhance organizational capabilities.
- **Training & Development:** Skilled in creating and executing employee training programs to improve productivity and staff performance.
- **Compliance & Policy Management:** Strong understanding of compliance with labor laws and regulations, ensuring organizational adherence to legal requirements.
- **Operations & Administration:** Managed day-to-day office operations, budget management, and logistics to ensure operational efficiency.
- **Leadership & Team Management:** Experience in managing HR teams and ensuring collaboration across departments to meet organizational goals.
- **Microsoft Office Suite:** Proficient in Word, Excel, PowerPoint, and other administrative tools.
- **Communication & Interpersonal Skills:** Strong ability to communicate with teams, stakeholders, and external vendors to drive HR strategies.
- **Event Management & Organization:** Experience organizing corporate events, managing teams, and coordinating logistics.
- **Multilingual:** Proficient in English & Urdu

Achievements:

Founder & Mentor, Student Startup Business Society (SSBS) – [COMSATS University Islamabad](#).

Mentored students in business startup strategies, helping them launch successful ventures during university.

Founder & CEO, EVENTIX – Official Event Management Society, [COMSATS University Islamabad](#). Led a team of students to manage university-wide events, including conferences, seminars, and cultural events.
