

Mubashir Hassan (Licentiate HR Generalist – CAMI USA)

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PROFESSIONAL SUMMARY

Dynamic HR Generalist with over 10 years of expertise in transforming HR functions to drive business success. Certified HR professional with a strong background in designing and implementing people-centric strategies that enhance productivity and engagement across diverse industries including Logistics, FMCG, Retail, and Real Estate. Demonstrated success in leading large-scale HR projects, optimizing talent acquisition, and driving employee development, with a hands-on approach to HR that supports both local and global standards. Known for fostering high-performing cultures through proactive leadership, strategic planning, and continuous process improvement.

WORK EXPERIENCE

HR & Training Manager

Mumtaz Group of Companies (Mumtaz City) — Islamabad, Pakistan

May 2022 - Present

- **Leadership & Strategy:** Directed comprehensive HR functions, aligning HR initiatives with corporate strategy to support business growth and improve employee satisfaction.
 - **Policy Development:** Designed and executed a cohesive HR policy framework that increased compliance and addressed organizational challenges.
 - **Employee Development:** Built and delivered targeted training programs, conducting Training Needs Assessments (TNA) and creating customized materials, boosting productivity by 30%.
 - **Succession Planning:** Established succession strategies for critical roles, reducing talent gaps and increasing employee retention.
 - **HR Operations:** Oversaw benefits administration, grievance handling, and disciplinary actions, maintaining a 95% satisfaction rate in employee relations.
 - **Collaboration & Stakeholder Engagement:** Acted as an HR Business Partner, facilitating cross-functional strategies and advising leadership on HR best practices.
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Human Resource Manager

Gulf Alliance Builders & Developers Pvt. Limited — Islamabad, Pakistan

Feb 2021 - May 2022

- **Organizational Development:** Developed an HR structure, CRM systems, and processes to streamline operations, leading to a 20% increase in HR efficiency.
 - **Payroll & Benefits:** Managed a payroll budget of PKR 5 million monthly, ensuring accurate payroll processing and benefit administration.
 - **Employee Engagement & Events:** Launched initiatives such as Breast Cancer Awareness and Sales Champions League, fostering a collaborative and health-conscious work environment.
 - **Talent Management:** Led talent acquisition and development, refining hiring practices to attract top-tier talent and retain high performers.
 - **Policy Compliance:** Regularly reviewed and updated HR policies, achieving full compliance with regulatory standards and improving HR transparency.
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HR Partner

Metro Shoes By Nadeem Younas — Rawalpindi

Jun 2017 - Jan 2021

- **Compensation Management:** Led payroll processing of PKR 24 million monthly and managed employee settlements, ensuring timely and accurate payroll execution.
- **Performance Management:** Developed and implemented a performance management system, increasing annual appraisal efficiency and clarity for employees.

- **Employee Engagement:** Spearheaded engagement activities including an "Ice Breaker Club" with recreational trips and internal competitions, resulting in a 40% increase in employee morale and retention.
 - **Stakeholder Relations:** Liaised closely with stakeholders to align individual development plans (IDPs) with organizational goals, driving higher retention of key talent.
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HR Executive

Haidri Beverages Pvt. Limited — Islamabad, Pakistan

Jan 2017 - Apr 2017

- **Talent Acquisition:** Efficiently closed 76 out of 105 vacant positions within four months, supporting rapid business scaling.
 - **Employer Branding:** Strengthened employer branding efforts, enhancing the company's visibility and attracting top talent.
 - **Compliance & Employee Lifecycle Management:** Oversaw onboarding and off boarding processes, ensuring compliance and smooth transitions.
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Assistant Manager

TCS Pvt. Limited — Islamabad, Pakistan

Dec 2012 - Dec 2016

- **HR Operations Leadership:** Managed HR operations, benefits, and training for 3,500+ employees in the northern region, overseeing a team of two.
 - **Compliance & Reporting:** Ensured adherence to HR SOPs, conducted disciplinary inquiries, and produced monthly HR MIS reports for executive insights.
 - **Recruitment & Branding:** Led talent acquisition and branding efforts across the region, increasing recruitment success and supporting employer branding.
 - **Training Initiatives:** Implemented a comprehensive training program to upskill employees, significantly boosting operational efficiency across departments.
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EDUCATION

MSBA

National University of Modern Languages — Islamabad, Pakistan

Jan 2010 - Jun 2013

B.Com

University of Gujrat — Rawalpindi, Pakistan

Sep 2007 - Aug 2009

CERTIFICATIONS

- Certified Compensation & Benefits Manager
 - Certified Organizational Development Analyst
 - Certified Recruitment Analyst
 - Driving Value through HR Metrics
 - Master Trainer Facilitator
 - Licentiate HR Generalist
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KEY SKILLS

- **HR Systems:** Oracle Base HRIS, HCMS, MS AX Dynamics
 - **Technical Skills:** Proficient in MS PowerPoint, Excel, and data analytics for HR reporting
 - **HR Competencies:** Strategic Planning, Talent Acquisition, Learning & Development, Process Improvement, Policy Implementation, Compensation & Benefits, Employee Relations
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VOLUNTEER Trainer

At Believers Life Skills Trust — Rawalpindi from Jan 2016 - Dec 2017 where I conducted workshops on life skills and professional growth, enhancing participants' career readiness.