



Dr. Hafiz Muhammad Sikandar Ahmad

Ph.D. Business Administration



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A dynamic and results-driven professional with over a decade of experience in academia, research, training, and administration. Dr. Ahmad specializes in management, sustainable human resource management (HRM), Sustainable Development Goals (SDGs), research methodologies, qualitative research, case study analysis, and thematic analysis. He has a proven track record in policy development, employee training, and fostering organizational excellence. With experience spanning diverse sectors, including industry and education, he is adept at managing multiple priorities, delivering high-quality outcomes under tight deadlines, and driving innovation. Committed to lifelong learning, Dr. Ahmad brings a global perspective and a proactive approach to solving complex challenges.



Working History

Assistant Professor

AUG 2024 – To Date

Present Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST).

Subjects Taught:

Undergraduate

<i>Code</i>	<i>Subject</i>	<i>Semester</i>
<i>BUS-312</i>	Corporate Governance and Reporting	<i>6th</i>
<i>MGT-113</i>	Introduction to HRM	<i>5th, 4th</i>
<i>BUS-312</i>	Leadership	<i>5th, 4th, 3rd</i>
<i>PSY-222</i>	Qualitative Research Methods	<i>5th</i>
<i>BUS-251</i>	Entrepreneurship	<i>2nd</i>
<i>MGT-101</i>	Introduction to Business	<i>1st</i>

Leadership & Services:

- Participated in the curriculum alignment of the School of Business, Economics, and Professional Development (SBEPD) with international universities, including Fachhochschulen.
- Served as a member of the Departmental Security Committee of SBEPD, ensuring adherence to institutional safety protocols.
- Contributed to entrepreneurial initiatives as a member of the Business Incubation Center at PAF-IASST.
- Acted as an academic advisor to 13 Bachelor of Business Administration (BBA) students, providing mentorship and guidance.
- Maintained and organized comprehensive course files for all assigned teaching courses, ensuring compliance with academic standards.
- Conducted training sessions for faculty members on the use of Microsoft Teams for online class delivery, including session recording and management.
- Delivered workshops on Microsoft Forms to help faculty develop and administer online quizzes effectively.
- Facilitated training for faculty on leveraging OneDrive for uploading, organizing, and sharing course content and resources.

Lecturer

MAR 2023 – FEB 2024

TIPS College, Faisalabad.

- Delivered hands-on instruction in the course Presentation and Personal Effectiveness (PPE), focusing on practical application and skill development.
- Provided individualized consultations to learners, advising them on enhancing their presentation and personal effectiveness skills.
- Offered support and mentorship to learners facing challenges in open communication and effective presentation.
- Addressed learners' inquiries and resolved issues related to interpersonal, communication, and presentation skills, fostering their personal and professional growth.

Consultant | Director Admin & Coordination

NOV 2022 – FEB 2024

Pakistan Olympic Association Lahore

- Develop and execute administrative strategies to support organizational objectives and drive operational efficiency.
- Led and mentored administrative and coordination teams, fostering a culture of collaboration, accountability, and continuous improvement.
- Facilitate communication and collaboration between departments to optimize workflow, streamline processes, and achieve organizational goals.
- Oversee facilities planning, maintenance, and security to ensure a safe, productive, and well-maintained work environment.
- Develop and manage departmental budgets, monitor expenditures, and identify cost-saving opportunities while ensuring compliance with financial regulations.
- Provide high-level administrative support to senior management, including scheduling, correspondence, and travel arrangements.
- Develop and implement administrative policies, procedures, and guidelines to ensure compliance with regulatory requirements and best practices.
- Negotiate contracts, manage vendor relationships, and oversee procurement processes to optimize cost-effectiveness and quality of services.

- Establish and monitor key performance indicators (KPIs) to measure the effectiveness of administrative processes and drive continuous improvement initiatives.
- Lead organizational change initiatives by communicating vision, engaging stakeholders, and facilitating smooth transitions.

Doctoral Research Fellow

Sep 2019 – December 2022

University of Central Punjab Lahore.

- Developed research proposals, identified research objectives, and created research plans.
- Proposed research methods for capturing and analyzing data.
- Determined areas of research to increase knowledge in HRM.
- Performed research and worked to improve collective knowledge on Sustainable HRM and Sustainable Development Goals (SDGs) and to provide valuable contributions.
- Used case study method of investigation to research on Sustainable HRM in depth.
- Collected data and observed trends while conducting thematic analysis.
- Utilized software like MS Word, MS PowerPoint, MS Visio, Mendeley and NVivo to analyze and interpret data and to create visualizations.
- Interpreted data analysis results to draw inferences and conclusions.
- Authored professional papers for publishing in peer-reviewed journals.
- Synthesized data and interpreted trends in writing, publishing paper on Sustainable HRM.
- Conducted academic advisement services for learners on recurring basis.
- Provided support and guidance to learners experiencing academic and personal troubles.
- Consulted with learners to advise on topic selection, appropriateness, and academic value.
- Answered learners' inquiries and resolved problems related to curriculum and course prerequisites.
- Assisted learners in selecting courses to align with interests and abilities.
- Mentored learners, offering advice and support on topic selection, appropriateness, and academic value.
- Consulted with candidates on primary research, data collection, bibliographies, and model writing assistance.
- Drove continuous improvement related to use of new teaching tools, training methods and improvement of online doctoral education instruction.

Manager of Operations

Oct 2013 - Dec 2017

CSOL Complete Solution, Faisalabad

- Worked in matrix management environment with oversight of division level managers, technical, sales, finance, and human resources.
- Drove year-over-year business growth while leading operations, strategic vision, and long-range planning.
- Implemented process improvement to shape organizational culture, optimize procedures for higher efficiency and help company evolve and grow.
- Reduced process bottlenecks by training and coaching employees on practices, procedures, and performance strategies.
- Scheduled meetings with supervisors to identify business obstacles, establish financial goals and tailor products to individual markets.
- Evaluated suppliers to maintain cost controls and improve operations.
- Established positive and effective communication among unit staff and organization

leadership, reducing miscommunications and missed deadlines.

- Identified procedure or process changes required to improve performance and productivity.
- Partnered with vendors and suppliers to effectively manage and budget.
- Built and reviewed master service agreements to simplify and streamline contract negotiation process.

Liaison Officer

Mar 2013 - Sep 2013

Angels International College, Faisalabad

- Collaborated with administrators and teachers on specific plans of action.
- Maintained knowledge of latest requirements and support strategies.
- Increased program outreach by building strong relationships with stakeholders.
- Generated comprehensive reports regarding incidents, events, and important matters.
- Helped integrate students into school environment and navigate school system requirements.
- Provided information on available school and community resources.
- Coordinated support system for students and families.
- Reached out to students unable to attend school to provide information and assess return conditions.
- Optimized customer experience by delivering superior services and effectively troubleshooting issues.
- Gathered, organized, and input information into digital database.

Education

2018-03 - 2022-12 **PhD: Business Administration**
The University of Central Punjab, Lahore

- The topic of my doctoral dissertation was “Sustainable Human Resource Management: Inside-out or Outside-in Perspective?”
- I did Qualitative Case Study Research and did Thematic Analysis with the help NVivo software.
- I am a Qualitative Researcher with interest in Sustainable HRM, SDGs, Research Methodology and Case Study research.
- I did my MPhil and PhD under Indigenous Scholarship program of Higher Education Commission Pakistan.

2014-03 - 2017-08 **MPhil: Human Resource Management**
Superior University, Lahore

2010-03 - 2012-08 **Masters: Public Administration**
Government College University, Faisalabad

2010-01 - 2011-12 **Professional Diploma: Tourism & Hotel Management**
ITHM College, Faisalabad

Skills

Management	■■■■■ <i>Excellent</i>
Taking Responsibility	■■■■■ <i>Excellent</i>
Adaptability	■■■■■ <i>Excellent</i>
Time Management	■■■■■ <i>Excellent</i>
Teamwork	■■■■■ <i>Excellent</i>
Task Delegation	■■■■■ <i>Excellent</i>
Problem Solving	■■■■■ <i>Very Good</i>
Written and Oral Communication	■■■■■ <i>Very Good</i>

Software's

MS Office	■■■■■ <i>Excellent</i>
MS Visio	■■■■■ <i>Excellent</i>
Mendeley	■■■■■ <i>Excellent</i>
NVivo	■■■■■ <i>Excellent</i>

Languages

English, Urdu, Punjabi	■■■■■ <i>Excellent</i>
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Publications

- “Why do employees Cyberloafing?” (IJEB, Vol:3, Issue: Special, 2021)
- “Sustainable Human Resource Management: Literature Look over” (IJEB, Vol:20, Issue, 2021)
- Sustainable Human Resource Management: An Enthralling Qualitative Case Study (In-Process)
- "Diverging Lenses: Exploring Contrasting Perspectives on Qualitative Case Study Research"(Sustainable Futures) (In-Process)
- "Competency-Driven HR Dynamics in the Telecom Industry" (Journal of Infrastructure, Policy and Development) (In-Process)

Book Chapters

- Chapter Name: Pathways to a Sustainable Future (In Process)
Book Name: Industrial Ecology & the Sustainable Development Goals (SDGs) (IGI Publisher, Scopus Indexed May 2025)

Professional Certificates

- Esports Specialization (22 July 2023)
- Academic Writing (15 - 16 March, 2018)

Paper presented at International Conferences

- In the 6th International Conference (ICIBM) held on 6 & 7 February 2020, UCP Business School organized a “Review of RBV, DC & RDT with the perspective of environmental uncertainty in local markets.”

As A Trainer

- Delivered session on “Technology for Classrooms” held on 28 & 29 August 2024.

References

1. Dr. Aqeel Ahmad (Professor and Head of MS & Ph.D. Business Administration programs, UCP Business School, University of Central Punjab, Lahore, Pakistan)
Email: aqeel.a@ucp.edu.pk Phone: 0092-3004518489
2. Dr. Sumera Sattar (Director Sports/ Incharge Health and Physical Education Department, Lahore College for Women University, Lahore, Pakistan)
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3. Dr. Ghulam Murtaza (Chairperson, English Department, Government College University Faisalabad, Faisalabad, Pakistan)
Email: gmaatir@gmail.com Phone: 0092-3226244417
4. Dr. Muhammad Tanveer (Assistant Professor, Business Administration Department, Imam Mohammad Ibn Saud Islamic University (IMSIU) Riyadh, KSA)
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