

Shahid Saleem

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SUMMARY

Experienced HR professional with 5+ years in healthcare and academic institutions. Currently serving as Assistant Manager HR at ONIMS, Mianwali, and Coordinator for Nursing College, managing academic and regulatory coordination. Focal Person for NEST Scholarships with strong expertise in HR operations and administration. Proven track record in establishing and managing nursing institutes from inception to smooth operations.

Working Experience:

Obaid Noor Institute of Medical Sciences (ONIMS), Mianwali

Mianwali

Assistant Manager HR

May, 2022- Present

- Spearhead recruitment, payroll administration, employee evaluations, and performance management.
- Develop and implement HR policies ensuring regulatory compliance and operational effectiveness.
- Lead employee training programs, benefits management, and workplace satisfaction initiatives.
- Enhance HR strategies to align with institutional goals and foster a collaborative work environment.
- Manage Employees benefits in coordination with EOBI and PESSI.

Additional Responsibilities

Coordinator (College of Nursing)

- Coordinated academic activities with departments, regulatory boards, councils, and affiliated universities to ensure compliance and smooth operations.
- Managed student admissions, clinical placements, and academic scheduling in accordance with institutional and regulatory requirements
- Ensured implementation of academic policies, maintained records, and supported accreditation and inspection processes.

Focal Person for NEST (National Endowment Scholarships for Talent)

- Served as Focal Person for NEST Scholarships, managing end-to-end coordination and communication.
- Processed student applications, verified documentation, and ensured compliance with eligibility criteria.
- Liaised with NEST authorities for timely submission and approvals.
- Facilitated students in application procedures, resolving queries and ensuring smooth processing.

Mohi-ud-Din Institute of Nursing & Allied Sciences, Mirpur AJK

Mirpur AJK

Admin/ HR Officer

Jan 2021-May, 2022

- Coordinated with Mohi-ud-Din Teaching Hospital for clinical placements, ensuring timely and effective student training.
- Liaised with Head Office to ensure smooth administrative and operational functioning of the institute.
- Supported day-to-day administrative activities, including documentation, correspondence, and record management.
- Facilitated communication between academic, clinical, and management teams to maintain workflow efficiency.
- Contributed to the establishment and operational setup of the institute from inception to full functionality.
- Managed recruitment processes, payroll operations, and performance evaluations.
- Assisted in HR policy formulation, compliance monitoring, and training coordination.
- Manage documentation, employee records, and office administration for seamless operations.

Additional Responsibilities

Personal Secretary to Director

- Managed Director's schedule and correspondence
- prepared reports and official documents
- Coordinated internal and external communication
- Maintained confidential records and files

Focal Person for Pakistan Nursing & Midwifery Council (PN&MC)

- Coordinated internal and external communication
- Acted as focal person for Pakistan Nursing & Midwifery Council (PN&MC), ensuring institutional compliance with regulatory standards.
- Coordinated with PN&MC for accreditation, inspections, and program approvals.
- Prepared and submitted required documentation, reports, and correspondence to the council.
- Facilitated student and faculty registration processes in line with PN&MC requirements.
- Maintained regulatory records and ensured timely updates as per council guidelines

Mohi-ud-Din Islamic University Nerian Sharif AJK (Camp Office Sihala)

Islamabad

Admin Officer – Nursing College Establishment Project

Dec, 2019-Dec, 2020

- Played a key administrative role in the establishment of the Nursing College (Mohi-ud-Din Institute of Nursing & Allied Sciences Mirpur AJK a Constituent institute of Mohi-ud-Din Islamic University Nerian Sharif AJK) at Mirpur AJK under the supervision of Project Director.
- Managed all administrative tasks related to Pakistan Nursing Council (PNC) Inspection, faculty hiring, and compliance.
- Ensured smooth coordination between stakeholders for successful project execution and timely completion.

Education

Abasyn University Islamabad Campus

Islamabad

Master in Business Administration MBA (18 years of Education)

Sep 2019-Feb 2021

University of Sargodha

Mianwali

Bachelor of Commerce

B.Com (Hons)

Sep 2014-July 2018

Skills

- Recruitment & Talent Acquisition □ Academic Coordination & Program Management □ HR Policies & Compliance
- Payroll & Benefits Administration □ Office Administration □ HRIS & Record Management
- Clinical Placement Coordination □ Leadership & Team Management □ Liaison with Regulatory Bodies
- □ Accreditation & Inspection Handling