

WAQAS SHAIKH



House 210, Street 4, Jinnah Block, Wakeel Colony, Opposite Imran Khattak Super Mart, Gulzar-e-Quaid Rawalpindi.

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Seasoned and experienced HR Professional having 18 years HR and Admin experience with leading organization in banking industry, having exposure of managing all vital functions of HR i.e. Job Analysis, Compensation and Benefit, HR Planning & Budgeting, Recruitment, Training and Development, Performance Management, Performance Appraisal, Leave matters, Contract extension/termination, Career development, and Succession planning. Besides, dealing with disciplinary matters, Promotions/Elevations, also managing Advertising/PR function etc. Possess broad knowledge of human resources having employees from diverse cultures.

EDUCATION

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| • Master of Computer Science (Al-Khair University AJK) | 2002 |
| • Bachelor of Science (University of Punjab) | 1998 |
| • FSc (BISE Rawalpindi) | 1996 |
| • Matric (BISE Islamabad) | 1994 |

WORK EXPERIENCE

Dorm Operations Officer | Huawei Technologies | Islamabad, Pakistan:

August 2025 – Present

- Dorms rent renewals by verifying all details through contract with owner. Processing of invoices (TRANSWORLD, NAYATEL, Water bills related to dorms, and 19L drinking water for dorms). Processing of admin eflows related to HIVE and dorms. EHS of Dorms as and when required. Water tanks cleaning after every two months. Queries / complaints related to internet connectivity, and drinking water at dorms. Queries / complaints related to maintenance at dorms. Completion of formalities of vacation of dorm after lease termination or expiry of contract (if not extended further). Supplier commission invoice (Real Estate Agency). Routine round of all the houses for closing of all the unnecessary lights in all the dormitories. New house rent, dorm side check the bedroom size, the location, room quantity, etc. whether it meet Huawei's needs.

Manager HR and Administration | Blue Arc | Islamabad, Pakistan:

June 2024 – August 2024

- Responsible of all Core HR functions including hiring, transfer/posting, salary matters, succession planning, employee record, trainings, settlement of dues, performance appraisal, reporting, employee record, contract agreements, interoffice correspondence. Besides HR matters, I managed admin matters including procurements, tenders, pool cars, repair and maintenance of building and pool cars, purchasing stationary, fixed assets, and janitorial staff matters, etc.

Officer HR Operations (HR Division) | SME Bank Limited | Islamabad, Pakistan:

February 2017 – November 2023

- Responsible of all core HR functions including HRIS, Leave matters, Performance Appraisal, Training & Development, Transfer/Posting, Salary matters, contract renewals (Officers and Staff), Final Settlements, Internship, resignation/hiring, Outsourcing, Circulars, Reporting and Correspondence with MoF, SBP and other Government agencies, etc.

Officer ICRD (HR Division) | SME Bank Limited | Islamabad, Pakistan:

June 2016 – February 2017

- Special Medical Claims of regular and contractual employees, Staff loans including emergency loans, TA/DA claims and Vehicle allowance/repair maintenance, VSS/GARC/Past service-related issues, Audit related matters of the department, Group Life & Staff loans insurance of the employees of the bank, House Rent advance of Regular employees, Calculation of retirement benefits of regular employees, Pensions of ex-employees of Head Office and field Offices, Review of Policies/rules related to ICR, Any other duty to be assigned on need basis.

Officer HR Operations (HR Division) | SME Bank Limited | Islamabad, Pakistan:

April 2015 – June 2016

- Done all core HR functions including HRIS, leave matters, Performance Appraisal, Transfer/Posting, Salary matters, Final Settlements, resignation/hiring, Outsourcing, Circulars, Reporting and Correspondence with MoF, SBP and other government agencies etc

Officer Vigilance (Vigilance Department) | SME Bank Limited | Islamabad, Pakistan:

January 2015 – April 2015

- Assisted in inquiries and investigations to be initiated against employees, Assisted in processing of complaints and redress grievance of individual or institutions especially MoF, Assisted in processing of inquiry reports, Assisted in timely submission of reports to NAB, SBP or FIA, Updated the blacklisted data.

Officer HR Development (HR Division) | SME Bank Limited | Islamabad, Pakistan:

January 2007 – January 2015

- Responsible for HRIS, ACRs Software, Coordination with IT Division regarding installation and queries to be forwarded to MIS for rectifying issues, Handling Transfer / Posting matters, Circulars & IOM's, Leave Matters (Leave record, approval of Ex-Pakistan leave/Leave not due, extra ordinary leave and Leave without pay), Proper record of Employees all over the branch network in Pakistan, Responsible for the proper record of ACRs, Custodian of employee's ACRs, Custodian of Renewal of contract files, Assisting in new hiring procedures, Maintained staff sheet and leave records of all branches and Head Office, Processing approval of LFA and leave encashment of regular and contractual.

Trainings:

- Attended the workshop on "Hot Computer Technologies"
- Attended the 02 days training program in "Advanced Excel" organized by "ICIL"
- Attended the "General Banking" Training organized by "SME Bank Ltd"
- Attended the 02 days training Program on "Training & Development of Human Resources" organized by Pakistan Manpower Institute
- Attended the 04 days training Program on "Human Resources Management" organized by Pakistan Manpower Institute
- Attended the webinar on "Gender Sensitization "Organized by IBP
- Attended the webinar on "Gender-wise data reporting on DAP (a SBP Portal)" Organized by SBP.

Thesis and Research work:

- Analysis of Information System.
- Thesis report on Trees, Binary Trees and Trees traversal.
- Design study of PTDC route and selection information.
- Thesis report on Linked List.

Demography:

Father Name : Shaikh Mazhar ul Haq (Late)
CNIC No. : 37405-0503129-7
Religion : Islam
Domicile : AJK State National Class-I, Settled in Pakistan.

Skills:

- Recruitment Life Cycle. HR Management. SQL/PL SQL. Proficient in English, Urdu, and Punjabi.
- MS Office (MS Word, MS Power Point, MS Excel).

Extra-Curricular Activities:

Cricket, Hockey, Net surfing.

References:

Will be furnished upon request.