

Muhammad Abrar Khattak

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PROFESSIONAL SUMMARY

Detail-oriented legal, Industrial Relations and administration specialist experienced in managing workplace disputes, preparing legal documentation, supporting HR functions, and streamlining administrative processes. Proficient in using independent decision-making skills and sound judgment to positively impact company success.

AREAS OF EXPERTIES

- Legal drafting, drafting and reviewing contracts and assessment of legal documents.
- Employee Relations, Industrial Relations, Disciplinary techniques and Disciplinary inquiries.
- Expert in employment regulations and workplace compliance standards.
- Fleet, Security, Facility and General administration.

WORK HISTORY

Bunny's Limited (FMCG)

Manager Administration and Industrial Relation.

Mar, 2024 to Mar, 2025.

Key Responsibilities:

- Addressed employee concerns, facilitated conflict resolution, and ensured a positive work environment.
- Investigated employee complaints and disciplinary matters, ensuring fair and consistent application of policies as per labour law and practices.
- Successfully reduced the number of employee grievances through proactive conflict resolution and policy enforcement.
- Coordinated with external legal councils and presented the company at various legal forums.
- Oversaw daily operations, administering sales team including facilities management, Security management, procurement, and budget administration.
- Streamlined processes and improved efficiency in administrative procedures.
- Implemented cost-saving initiatives for reduction in administrative expenses.
- Coordinated with government departments' i.e EPA, Food Authority, PESSI, EOBI, SNGPL, IESCO, and labour department for smooth process of the factory.
- Developed an approved EHS system at site in compliance with organizational and government policies.
- Developed strong relationship with Service Providers, Contractor and Suppliers.

Veer Sports Private Limited Sialkot (Forward Group)

Manager Admin, Industrial and Employees Relation.

Jan, 2023 to Feb, 2024.

Key Responsibilities:

- Ensured the compliance of labour standard as per Pakistani labour laws and business partner/client (Adidas) labour standards.

- Handled the worker grievances individual and collective comes through shop stewards and WMC members.
- As inquiry officer, conducted number of internal inquiries according to the law and practices defined under the law.
- Conducted multiple audits internal and external and ensured compliance with audits requirements.
- Coordinated with PESSI, EOBI and with local government administration.
- Managed factory administration general supplies, security, canteen operations and EHS standards.
- Developed and implemented security protocols and surveillance system as per local laws and business partner/ client (Adidas) standards inside of the factory.
- Developed system and process to ensure Janitorial, housekeeping, canteen management, repair and maintenance of the factory building as per Adidas standards.
- Developed strong relationship and coordination with Contractor and Suppliers to meet the administrative need timely and ensure smooth process.
- Coordinated with Retainers and Company Advocates internal and external for updates on legal issues and cases.
- Presented the company on various legal forums i.e. labour office and courts.

Yangtze Three Gorges Technology & Economy Development Co. Ltd.

Deputy Labor Manager.

Feb, 2022 to Oct 2022.

Key Responsibilities:

- Assisted the management in dealing with trade union Social Compliance, Grievances management.
- Ensured the compliance of labour right in accordance with Pakistani Labor laws and IFC PS-2 standards.
- Represented the management in the office of labor department and Registrar trade union on the status of CBA.
- Managed the compliance of Labor and Social issues with respect to the project as per IFC standards.
- Developed a system of social management committee (SMC), grievance redress committee (GRC) to resolve the grievances from workers, trade union and local people.
- Coordinated with local, provincial and federal government agencies for developing system to ensure timely workers and local public grievance and security issues.
- Developed grievance management mechanism (GRM) and procedure as per IFC standards.
- Supervised the team for proper and timely submissions PESSI and EOBI contributions.
- Supervised and conducted different trainings to workers on camp on labour law, with respect to their benefits under the labour code.
- Lead, supervised and conducted multiple audits internal and external and ensured compliance with local laws and ILO standards.

Frontier Foundry (FF) Steel Pvt. Ltd.

Head of CEO Secretariat (Manager Legal).

Sep 2020 to Jul 2021.

Key Responsibilities:

- Assisted the CEO and sales team on Legal Matters.
- Assisted HR for issuing show cause on disciplinary issues and inquires and labour compliances in accordance with laws and policies.
- Assisted sales team in dealing with contractor, retailers etc on credit base business.
- Assessed the recovery team for the recovery of outstanding with corporate clients.
- Drafted various letters, memos and reports on behalf of CEO Secretariat and management to various statutory bodies and departments internal and external.
- Engaged panel of external counsels/ advocate on behalf of company for litigation.
- Prepared legal documents required for external counsels for pursuing cases.
- Followed up of pending cases, civil, criminal and writ petitions.
- Issued legal notices on behalf of the company to clients against whom cheque bounce process has to be initiated.
- Presented company in different administrative meetings internal and external.
- Drafted and reviewed different contracts based on gap analysis to ensure and protect company interests in accordance with law.
- General administration of CEO Secretariat and personal properties of CEO.
- Coordinated with Retainers and Company Advocates internal and external for updates on legal issues and cases.

Maple Leaf Cement Factory Pvt. Ltd.

Assistant Manager (Admin & IR)/ Law Officer.

June 2016–Sep 2020.

Key Responsibilities:

- Managed Office, Hostel, Factory maintained Guest House, Quarters, Hostel and Mess.
- Assisted head security in managing security personnel for ensuring proper security of the assets of the company.
- Insured access control, surveillance system through CCTV.
- Well aware of security and transportation protocols for expats guest and high profile persons.
- Collaborated with Service Providers, Contractor, and Suppliers for smooth process.
- Fleet Management of internally allotted and outsource transport services.
- Budgeting, record keeping and tracking stock of office supplies and placing of order.
- Corresponded with Govt. Institutions local government, PESSI, EOBI etc.
- Coordinated with Retainers and Company Advocates internal and external for updates on legal issues and cases.
- Ensured allowance, benefits & Correspondence as per CBA Agreement.
- Ensured employees benefits and grants like, Marriage Grant Claims, Death Claims, and Death Grant etc.
- Conducted Inquiries, issued Warning letters in compliance with SOO 1968.

- Conducted and supervised multiply audits internal and external and ensured compliance with audits requirements.
- An admin and security coordinator on Coal fire power project at MLPL CFPP Project and also at the expansion projects line-3 and line-4.

Advocate at District and Session Court Karak

Practice as an Advocate Lower Courts.

Jun 2013 – May 2016.

Served as Advocate District and Sessions Courts since 2013, with the specialization and practices in the following fields.

- Legal Drafting, Arbitration, Criminal, Civil, Family suits and.
- Guardianship cases and legal notices.
- Attended and represented Labour Office / directorate on behalf of organization.

EDUCATION

International Islamic University Islamabad

LL.B (1st Division)

AFFILIATIONS

KPK Bar Council

Lifetime Member

6S Implementation Committee Admin Department (Maple Leaf Cement)

Member

Protection against Harassment of women at workplace act 2010 committee (FF Steel)

Member

Protection against Harassment of women at workplace act 2010 committee (Veer Sports)

Member

OTHER SKILLS

- **Effective Interpersonal and communication skill.**
- **Negotiation, conciliation, arbitration, litigation skill.**
 - **MS Word, ERP.**

TRAINING AND CERTIFICATES

- 06 months Basic Computer and MS Office.
- Fire fighting and Emergency response (Civil Defence)
 - Fair Safety Certificate (ITC-ILO)
- Introduction to International Labour Standards (ITC-ILO)
 - Fire Safety Management (ITC-ILO)

REFERENCE

Will be furnished on demand