

Dear Personnel,

I am writing to express my interest in a suitable position within your organization. With extensive professional experience at Roots IVY International Schools and a proven record of academic and professional achievement, I am confident in my ability to contribute meaningfully to your team.

Currently, I serve as a Campus Manager, where I provide leadership in Administration and Human Resources, including recruitment and selection, employee engagement, performance management, compensation, benefits, and employee relations. This role has honed my ability to implement innovative and efficient solutions while supporting both employees and senior leadership.

I am seeking a career opportunity that aligns with my skills and offers a challenging, growth-oriented environment. I am particularly motivated to contribute to an organization that values strategic HR leadership, employee development, and operational excellence.

I would welcome the chance to discuss how my background and expertise can add value to your team.

Please find my CV attached for your review.

Thank you for your time and consideration.

Regards,

Ahsan Kamal

Encl: Cv

AHSAN KAMAL

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Address: Rawalpindi. Pakistan | Language Known : English , Urdu

HUMAN RESOURCES MANAGER

- ◆ **Extensive background in HR affairs**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
 - ◆ **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.
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AREAS OF EXPERTISE

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|-------------------------|--|------------------------------|
| ✓ HR Department Startup | ✓ Staff Recruitment & Retention | ✓ Orientation & On-Boarding |
| ✓ Employment Law | ✓ Employee Relations | ✓ Training & Development |
| ✓ HRIS Technologies | ✓ Alternative Dispute Resolution (ADR) | ✓ Performance Management |
| ✓ HR Program | ✓ Benefits Administration | ✓ Organizational Development |
| ✓ Project Management | ✓ HR Policies & Procedures | |
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PROFESSIONAL EXPERIENCE

ROOTS IVY INTERNATIONAL SCHOOLS

Is an educational institute which aims to deliver world class educational facilities to the students and play a key role in transforming their lives for better perspectives

CAMPUS MANAGER,

March 2013 to Present

- Provide leadership across multiple campuses, ensuring smooth coordination of academic and administrative operations, including admissions, events, and communication with Regional Heads and Head Office.
- Oversee student admissions process, from assessments to parental engagement, ensuring transparency and timely execution.
- Partner with HR on recruitment, onboarding, staff orientation, and ongoing performance management, fostering a culture of accountability and professional growth.
- Maintain accurate attendance, admissions, accounts, and statistical records, producing detailed monthly reports for senior management decision-making.
- Manage accounts-related tasks including fee billing, collection, reconciliation, expense monitoring, petty cash handling, and preparation of financial reports for Head Office.
- Supervise fee recovery and ensure timely follow-ups with parents, maintaining smooth cash flow and compliance with organizational financial policies.
- Support budgeting and expense control by reviewing requisitions, approving supplies, and ensuring cost-effective campus operations.
- Develop and enforce office policies and procedures to optimize efficiency, streamline workflows, and ensure compliance with organizational standards.
- Serve as a liaison for parents, addressing inquiries and resolving concerns while strengthening relationships and trust.
- Lead event management initiatives (academic, extracurricular, and community-based), driving student engagement and positive school representation.
- Manage sensitive information with the highest standards of confidentiality and integrity.
- Utilize CAMEO (Cambridge International Examination Software) for exam-related administration and results distribution.
- Coordinate with inter-school teams to enhance collaboration, maximize operational efficiency, and achieve organizational objectives.

ICARUS INCORPORATED

Is a strategic communication, training/consulting and public relations firm that specializes in aiding entities to attain leadership in various markets.

HR & Admin Manager

October 2011 to February 2013

Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records;

administer benefits enrollment and programs; administer HR budget; and handle workplace issues.

Key Results:

- Played a key role in ensuring the successful launch of Peshawar, Mirpur, Muzafarabad and Jehlum offices. Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization
- Negotiated salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and non-exempt level.
- Reduced benefits costs by 15% annually through meticulous recordkeeping and ensuring that company did not pay for benefits for which employees were ineligible.
- Wrote employee manual covering issues including disciplinary procedures, code of conduct and benefits information.
- Introduced company's first formal performance review program.
- Revised job descriptions across all levels.

ISLAMABAD MARRIOTT HOTEL

Training Coordinator

February 2010 to September 2011

- Analyzing training needs of the hotel in general and in individual departments, developing strategies and including them in the Training Business Plan.
- Prepare, tailor and facilitate all levels of training programs from new employee orientation, customer service training, technical on the job skills based training, supervisory skills training, management development training and health and safety training.
- Maintain hotel training records, statistics and training and development budgets and include in a monthly training report.
- Analyzing company statistics from Guest and Employee surveys, business financial results etc to measure success of training.
- Prepare and monitor training programs for external management trainees, work experience students and Hashoo Foundation trainees etc.
- Monitor departmental responsibilities are being met with regard to their training standard operating procedures and best practice.
- Provide input to department managers prior to annual performance and development reviews of their teams.
- Demonstrates an awareness of health & safety policies and procedures and includes where relevant in training courses.
- Approve Cross Training Plans and implement plans inter as well as intra departments
- Responsible for training certification process for all employees within the organization
- Responsible for preparation, coordination & follow up of the 90-day orientation process
- To promote positive relations between associates and their departmental heads.

EDUCATION

National University of modern languages — Islamabad, Pakistan

MBA (HR), June 2009

NOTE

PROFESSIONAL DEVELOPMENT:

Completed ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workplace ethics, workers' compensation and workplace safety/security, train the trainer certification, first aid, fire and safety