

Khurram Aziz

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Professional Summary

Experienced Human Resource professional with 11 years of expertise in HR Operations, Talent Acquisition, Payroll Management, Organizational Development, HRMS Implementation, and Employee Engagement. Proven experience working with multinational companies and leading brands.

Education

Qualification	Institute	Year
H.S.C – Pre-Engineering	Sir Adamjee College, Karachi	2009 – 2011
BBA – Human Resource	University of Karachi	2011 – 2015

Professional Experience

Narkin's Textile Industries – Lead HRBP | Oct 2025 – Present

Responsibilities:

As an Lead HR, I collaborate with business leaders to align people strategies with organizational objectives while overseeing the full spectrum of HR operations. My role focuses on building efficient HR processes, ensuring legal compliance, strengthening employee relations, and driving organizational performance.

HR Operations

Manage end-to-end HR operations, including recruitment, onboarding, employee documentation, attendance, leave administration, employee relations, grievance handling, disciplinary actions, compliance, and separation formalities.

HR Policies & Process Development

Develop and implement HR policies, SOPs, employee handbook, control documents, compliance trackers, HR templates, and reporting formats to standardize HR processes and ensure governance.

Performance Management System (PMS)

Lead the development and implementation of the organization's Performance Management System (PMS), including KPI frameworks, appraisal forms, performance review cycles, goal setting, and performance evaluation processes in collaboration with department heads.

Talent Acquisition & Workforce Planning

Manage the complete recruitment lifecycle, including manpower planning, job postings, candidate sourcing, screening, interviewing, selection, onboarding, and probation management.

Employee Relations & Labour Compliance

Provide guidance to management and employees on HR policies, labour law compliance, disciplinary matters, grievance resolution, and employee relations while ensuring adherence to statutory and organizational requirements.

Payroll & Statutory Compliance

Coordinate payroll inputs, attendance, overtime, leave records, salary revisions, and employee master data. Manage EOBI and SESSI registration, documentation, and statutory compliance.

Learning & Development

Identify training needs, coordinate learning and development initiatives, and support employee growth through structured development programs and performance improvement plans.

Organizational Development Portfolio:

Manage Employer/Employee branding activities within the company and maintain LinkedIn page for better reach.

Develop and implement employee engagement activities within the company i.e. birthdays, anniversaries and various occasions during the year.

Monitor awareness and teambuilding session related to HR for effectiveness.

Ideas by Gul Ahmed – Assistant Manager HR – Talent & OD | Oct 2023 – Nov 2025

Responsibilities:

- Collaborate with hiring managers to understand recruitment needs and workforce planning for different departments.
- Partnered with regional sales and marketing leaders to align HR strategies with business goals, improving sales team performance and reducing turnover.
- Designed and implemented sales incentive programs to drive performance, increase in sales productivity.
- Develop and implement effective talent acquisition strategies to attract top talent.
- Advise on market trends, competitive salary benchmarking, and best practices to support recruitment goals.
- Prepare recruitment reports and forecasts to monitor hiring progress and address gaps.
- Manage end-to-end recruitment for a variety of roles, from junior to senior levels.

- Create and post job advertisements on job boards, social media platforms, and the company website.
- Screen resumes, conduct initial phone interviews, and evaluate candidates based on job requirements.
- Organize and lead interviews, including coordination with hiring managers and interview panels.
- Conduct reference checks, negotiate offers, and extend job offers to selected candidates.
- •Track and report on recruitment metrics, such as time-to-fill, cost-per-hire, and source of hire.
- Provide insights and data-driven recommendations to senior HR leadership for decision-making.

Arisha Enterprises – HR & Admin Associate | Nov 2021 – May 2023 (Mozambique)

Order Call Pvt Ltd – Recruitment & OD Specialist | Aug 2020 – Nov 2021

Develop and maintain work structures by doing Job Analysis, manpower budgeting, updating job requirements and job descriptions for all positions.

- *Monitor proper organization staffing by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.*
- *Develop and maintain companywide OG chart and update frequently upon hiring or separation of employee.*
- *Receive and process approved Employee Requisition form from HoD(s) for new hiring or replacement.*
- *Develop employees for assignments by establishing and conducting orientation and training programs.*
- *Ensures employee engagement and retention by identifying potential employees and chalking career path for them and ensure company utilizes to capture value.*
- *Guides and completes human resource operational requirements by scheduling and assigning employees; work with HoDs in assigning key performance indicators / objectives (KPI's/MBO's) to employees and following up on work results.*
- *Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.*
- *Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.*
- *Keep herself / himself abreast with professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.*
- *Develop and maintain monthly Recruitment Dashboard to identify areas of improvement.*
- *Attend career fairs, Webinars and similar events etc.*

Organizational Development Portfolio:

- *Manage Employer/Employee branding activities within the company and maintain LinkedIn page for better reach.*
- *Develop and implement employee engagement activities within the company i.e. birthdays, anniversaries and various occasions during the year.*
- *Develop Employee Handbook and update manual (Policies) in consultation with senior Manager HR.*
- *Monitor awareness and teambuilding session related to HR for effectiveness.*

Develop continuous process improvements to enhance organizational effectiveness.

McDonalds Pakistan – HR Business Partner (South) | Feb 2018 – Jul 2019

HR Operations

- Prepare Monthly Payroll of McDonalds Employee's (Part Timer- and Full-Time employee both around 4500 Head Count).
- Social Security and EOBI working include as well.
- Working on EOBI Gov't Portal for the Payment or Registration of Employee.

Recruitment and Selection:

- Preparing internal and external job advertisements, web postings, and specifications for external recruitment agencies if required, and other materials in accordance with the Company's recruitment policies and business needs.
- Receiving job applications / resumes, maintaining profile database, screening of resumes, short listing candidates, scheduling & conducting interviews (officer to senior level) positions.

Final Settlements (management and non-management)

- Process final settlements of separated employees on monthly basis of permanent and part time employees

Parazelsus Pakistan Pvt Ltd – Senior HR & Admin Officer | May 2016 – Jan 2018

HR Operations

- Prepare Monthly Payroll of Parazelsus Employee's (management and non-management employee both).
- Responsible for employee provident fund withdrawal process.

Recruitment and Selection:

- Preparing internal and external job advertisements, web postings, and specifications for external recruitment agencies if required, and other materials in accordance with the Company's recruitment policies and business needs.
- Receiving job applications / resumes, maintaining profile database, screening of resumes, short listing candidates, scheduling & conducting interviews (officer to senior level) positions.

Training & Development:

- Conducting, compiling and analyzing the pre & post training needs assessments (TNA).
- Develop 'Annual Training Calendar' and managing its timely implementation.
- Conducting employee orientation and on-boarding to ensure new employees get familiar with Company's culture.
- Conducting one on one discussion with Line Manager for designing the in-house training programs.
- Arranged 'Leadership Session' for management employees with renowned training gurus of industry.

Projects:**Decibel (Human Resource Information System) HRSG**

- Centralized attendance system in all branches of Pakistan.
- Implemented automated expense management in HRIS.

Field Force Management:

- Implementation of tracking portal of all branch staff.

PROFESSIONAL DEVELOPMENT

- Worked on Decibel, Fox pro, Time Traxx, Softrionic.
- Certification on Advance Excel from Institute of Banking and Pakistan.
- Knowledge and in hand experience of cross functional department integration.
- Having advanced level skills and knowledge regarding the use of Information Technology.
- Excellent in MS Excel, MS Word, Power Bi & Power Point etc.
- Strong analytical and communication skills, good English speaking and writing skills.

Core Skills

- Payroll Management
- Talent Acquisition & Recruitment

- HR Operations
- Employee Engagement
- Organizational Development
- HRMS / HRIS Implementation
- Performance Management
- Training & Development
- Advanced MS Excel, Power BI & PowerPoint

Personal Information

Marital Status	Married
Languages	English & Urdu
Date of Birth	August 08, 1992
Nationality	Pakistani
Current Residence	Karachi, Pakistan