



ATIF AZIZ AHMAD

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• CAREER OBJECTIVE

- A bilingual HR Professional with 14 years of experience seeking a position in HR which will require me to apply my HR experience and skills to assist the organization and its people in achieving their goals.

• HR SKILLS

Talent acquisition	Induction & onboarding
Employee relations	Policies & Procedures
Payroll administration	Job analysis
Performance assessment	HRIS
Govt. Services activities	Kuwait Labor law
HR Budgeting	HR reports & metrics

• PROFESSIONAL EXPERIENCE

Sr. HR Business Partner, M. Abdulrahman Al-Bahar Food & Cons. Products Co. Kuwait, Jul 2014 – Jan 2022.

- Acted as a SPOC for all enquiries and issues related to HR.
- Managed full cycle of recruitment and selection activities.
- Created yearly HR resourcing plan in co-ordination with the managers.
- Created job descriptions with the participation of employee and managers.
- Created employee handbook and updated organizational charts.
- Communicated and advised HR policies and procedures to all employees.
- Standardized HR forms and procedures and communicated across the organization.
- Regularly co-ordinated with payroll team for a timely completion of monthly payroll.
- Conducted yearly compensation analysis and benchmarking for sales positions vs competitors.
- Conducted performance assessment for sales team in participation with channel managers.
- Regularly co-ordinated with administration and government relations team.
- Managed employee relations activities (absence, misconduct, conflict resolution, grievance, dismissal, termination).
- Assisted with the implementation of new HR initiatives across the business.

Interim HR Officer, Gulf University for Science & Technology, Kuwait, May 2014 – Jun 2014

- › This was a temporary position to undertake overseas recruitment activities for teachers, trainers and technical staff for Ministry of Defense Technical College project.

HR Officer, Mohamed Naser Al-Hajery & Sons Company, Kuwait, Aug 2011 – Jan 2014

- › Assisted the HR manager with local and overseas recruitment activities.
- › Provided advice to line managers and employees on HR policies and procedures.
- › Assisted the HR Senior Supervisor in generating monthly payroll.
- › Maintained and updated the HR Information systems.
- › Conducted employee orientation and induction for new employees.
- › Conducted exit interviews.

HR Recruitment Officer, Ecovert FM-Kuwait, Ajial Mall, Fahaheel, Kuwait, Feb 2011– Jul 2011

- › Evaluated, screened and interviewed applicants for current vacancies.
- › Designed and posted job advertisements in newspapers and online jobsites.
- › Prepared employment contracts and job offers for all job levels.
- › Prepared and updated job descriptions for all positions in co-ordination with the line managers
- › Worked closely with line managers in identifying future workforce requirements.
- › Practiced online and traditional recruitment methods and tools to source talented candidates
- › Provided advice to line managers and employees on recruitment policies and procedures.
- › Provided statistical reports to GM on employee turnover, new hires and separations.
- › Updated recruitment tracking sheet on daily basis in co-ordination with line managers and recruitment agencies.
- › Worked closely with the HR manager for overseas recruitment procedures such as Job orders, Demand letters and ministry formalities.
- › Conducted employee orientation and induction for new employees.
- › Assisted the HR manager in daily HR activities.

HR Services Associate, Sour Al-Kuwait Company (NBK), Kuwait, Nov 2006 – Feb 2011

- › Assisted the HR manager with recruitment & selection activities.
- › Prepared employee warnings and salary deduction letters in co-ordination with legal department.
- › Assisted the HR manager in creating yearly headcount plan.
- › Managed employee resignation and termination in accordance with the company policies.
- › Updated the employee handbook with necessary modifications.
- › Advised and guided employees with respect to HR policies and related issues.

- › Liaised with payroll department regarding employee compensation and benefits.
- › Worked closely with government relations department to ensure promptness in employee visas and residency transfers.
- › Prepared and administered employee leaves, overtime and shift allowance.
- › Maintained employee files and the HR information systems.
- › Participated in employee disciplinary investigations in support with legal department.

Store Supervisor, Fresher Food and Wine, 98 Old Street, EC1V 9LA, London, 2004 – 2006

- › Prepared cash vouchers and invoices
- › Trained lower-level workers
- › Performed minor shelving work.
- › Operated cash teller machine.

Front Office Administrator, Orchard Hotel, Paddington, W2 1UH, London, 2003 – 2004

- › Performed reservations and switchboard duties
- › Dealt with the guest queries and complaints
- › Ensured the security and safety of the hotel building.

• **EDUCATION**

- › Diploma in International HR Management, Stonebridge Associated Colleges, UK, Aug'2008
- › Int'l Foundation Programme in Computing, London Metropolitan University, London, Sep'2002

• **SHORT COURSES (HR)**

- › Competency Mapping-DACUM approach, The Competency Group (TCG), Aug' 2016
- › Performance Management and Evaluations, Emtrain, June' 2010
- › Recruitment & Selection, Australian Human Resources Institute (AHRI), Nov' 2009
- › Online Recruiting, Economic Research Institute (ERI), Nov' 2009
- › Job Analysis & Job Evaluation, Economic Research Institute (ERI), Nov' 2009
- › Human Resources Function and Employment Law, University of West Florida, Apr' 2007

• **PROFESSIONAL QUALIFICATIONS**

- › Certificate IV, Human Resources, Australian Human Resources Institute (AHRI), May' 2009
- › Certificate VI, HR Hiring Practices, University of South Africa (UniSa), Nov'2010

• **PROFESSIONAL AFFILIATIONS**

- › Professional Member (MAHRI), Australian Human Resources Institute since June-2009
- › Participated in Global Management Challenge 2013 and secured 2nd position within Kuwait

Date of Birth: 01-07-1981, Place of birth: Kuwait