

Anam Saif

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Curriculum Vitae

Objective

Certified Human Resource Professional with expertise in designing and executing Training Programs. Endowed with instructional skill with a focus on Human Resource Management.

I thrive in diverse environments with a great fan of all things agile and enjoy connecting (with) people.

- 02/2011 **National University of Science and Technology, Pakistan**
Degree: Certified Human Resource Professional
- 02/2020 **Bahria University Islamabad, Pakistan**
Degree: MBA Human Resource Management
- 06/2017 **Quaid-e-Azam University, Pakistan**
Degree: Bachelor in Business Administration (HRM)
- 09/2019 -12/2021 **Pakistan Tele Communication Limited – AM Organization Design**
- Creation and Maintenance of Human Resource Analytics for Pakistan Tele Communication Limited Group.
 - Developed methods for qualitative measurement and ensured regular set up of data maintenance in SAP.
 - Manage Human Resource Management System and supervised reimbursements for relevant stakeholders.
 - Develop strong partnerships to design and facilitate custom content as per business needs related to team building and leadership development.
 - Designed Human Resource strategies to create a culture of trust, collaboration and ownership within brands and corporation.
 - Developed Human Resource trainings on job effectiveness through management of hierarchy and job family.
 - Worked extensively on Balance Scorecards across different cross functions.
 - Understands and can develop relationship of organization strategic priorities.
 - Developed Performance Improvement plans and all processes within the employee lifecycle
 - Designed different learning and coaching programs in order to retain fully engaged talented teams.
 - Conducted trainings on effective recruitment and developed competency frameworks.
- 06/2018-12/2018 **Ipsos – HR Executive**
- Developed project scopes and objectives as per organizational requirements.
 - Involved in strategic planning and participated in creation of short, medium and long-term goals.

- Reviewed and updated HR policies and ensured its effectiveness through benchmarking.
- Prepared and executed data requests for analysis purpose.
- Maintained payroll data via SAP.
- Update and maintain follow-ups with the relevant stakeholders to ensure a smooth running of the HR activities.

08/2017 -01/2018

Nokia – HR Professional

- Coordinate with in-house trainers for the development of trainings, their planning and implementation
- Responsible for Company-wide communication platforms & Training programs enrollments
- Conduct talent management awareness/ performance workshops at organizational level to educate employees in connection
- Conducted Talent Review Meetings for management employees
- Design and develop a contemporary and transformational approach to talent management and succession planning

Research Publications

- Contours of Emerging Technology on Work Life Balance and Economic Well Being. Global Management Journal for Academic and Corporate Studies (GMJACS), Vol. 10, Number 1, 2020 (HEC Y Category)
- Art of War, Book Review, Pak Army Journal, Vol. 1, 2019
- Examination: Adversary to Creativity, Pak Army Journal, Vol. 2, 2019

ERP /Trainings

- SAP (Intermediate level)
- ORACLE (Basic level)
- Lean Six Sigma Green Belt Certified, Oct 2020 | CSSC USA
- Certified OKRs Champion, Dec 2021 | AGIL80
- Leading People, Dec 2019 | Harvard Manage Mentor
- Innovation Implementation, Nov 2019 | Harvard Manage Mentor
- Diversity, Dec 2019 | Skill Soft

Language

English: Native
Urdu: Native

Activities/Interests

Reading books, cycling, social causes, travelling.