

Zaman Jatoi

◆ 0321-9264776 ◆ zamanjatoi@gmail.com

- **ORACLE / Maximo domain expert**, ensuring proper operation of implemented processes, systems and tools.

SKILLS

- Employee Relations
- HR Policies
- Business Partnering
- Oracle / Maximo
- Resourcing
- Learning interventions

PROFESSIONAL EXPERIENCE

UNITED ENERGY PAKISTAN (Formerly British Petroleum) — (www.uep.com.pk)

Working as a Senior HR Advisor (for MKK/Badin/MIM Plant Facility)

HR Business Partner (Field Operations), March 2014 to Present

Primary Job Purpose:

To support the HRD to achieve the HR & Development team's strategic objectives, as set out in the HR Strategic Action Plan by acting as the HR lead on a range of different projects and responsibilities.

Organizational Development

- Administer and manage company's flagship Competency Management System.
- Responsible for managing the e-learning portal in coordination with IHRDC.
- Administer and custodian of an in-house training intervention PEP (Personal Effectiveness Portal)
- Manage Employee Induction Process along with 3 month ON-Boarding process for new hires.
- Conduct Learning Needs Analysis exercise on the respective areas level to determine learning needs and develop the annual learning plan. Actively promoting use of standard Learning tools and resources available at the time such as e-learning, competency management system, training workshops, etc.
- Ensuring completion of Professional Development Plans, Probationary meetings (where applicable) and regular one to one meeting take place to assist the HRD to drive up standards within the team and to ensure that the HR & Development team provide a high level of customer service at all times.

Employee Engagement

- Conducting employee engagement survey once in 2 years (November-December time frame).
- Communicate the results of the survey and the action plan to the employees.
- Keep a tab on the implementation of the action plan and share progress on a regular basis.
- Ensure that HR interventions coming out of engagement survey are implemented on time.
- Support employee engagement processes by supporting the HRD at the Staff Forum and Joint business meetings in regard to a range of staffing matters.

Employee Relations

- Responsibility, with the HRD to ensure that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
- Responsibility for running regular HR salons/workshops to provide line managers with information on latest employment law changes and how these will impact on their management responsibilities and existing policies and procedures.

- Responsibility, with the HR Resourcing & Development Manager for Staff Wellbeing, actively seeking ways of supporting the management of workplace stress.
- Responsibility for dealing with workplace conflict through the introduction of an effective mediation service and through the introduction of bullying and harassment ambassadors.
- Responsibility with the HRD, for reviewing staff awards processes and to design an effective staff award system which recognizes excellent performance.

HR Generalist

- Support the production of HR updates for all staff, as appropriate.
- To support the effective delivery of a higher performing HR service, through the further development of the HR Associates, ensuring that the high standards within the team are developed and maintained.
- Support Resourcing team in induction of Field Related Employees.
- Acting as an ambassador for the HR Business Partner model, actively driving up standards to highlight the benefits of the model for all staff and managers.

PROFESSIONAL EXPERIENCE (CONTINUED)

CHF INTERNATIONAL (PROSPER PROGRAM) PAKISTAN (US-AID FUNDED)

Responsible for providing HR services to the designated clientele.

HR Manager, May 2011 - May 2013

- Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Resourcing; identified staff vacancies and recruited, interviewed and selected applicants.
- Rewards; Administered compensation, benefits and performance management systems, and safety and recreation programs.
- Liaison with government departments such EOBI and Labor Dept.
- Planned and conducted new employee orientation to foster positive attitude toward organizational objectives.
- Set goals and deadlines for the department.
- Compliance of HSE policies

S.R INTERNATIONAL INC. MINNEAPOLIS- MINNESOTA, USA.

Management Trainee, January 2010 - July 2010

- Assisted Manager with employee relations.
- Assisted Manager and Assistant Manager and with the day-to-day operations.
- Compensation and benefits administration and recordkeeping.
- Arranging Interviews.
- Training coordination.

EDUCATION & CERTIFICATIONS

ST. CLOUD STATE UNIVERSITY, USA

Bachelors of Science (Majors in Human Resource Management), 2010

Remarks: Herberger Business School, AACSB Accredited

OF NOTE

Achievements:

2007 – 2009: Active Member, India Heritage Club, SCSU, MN, U.S.A.

2007-- 2009: Member, BCIS Club, SCSU, MN, U.S.A.

2007 – 2009: Active Member, Pakistan Students Association, SCSU, MN, U.S.A.

2003 – 2004: Captain, Horse Riding Team, SPS Bahawalpur, Pakistan

OF NOTE

2001 – 2004: Team Member, Field Hockey Team, SPS Bahawalpur, Pakistan

2002 – 2004: Team Member, Swimming Team, SPS Bahawalpur, Pakistan

Affiliations:

- Society of Human Resource Management (SHRM, USA)

Language Skills:

- Well versed with English, Urdu & Sindhi

Computer Skills:

- HRIS applications (ORACLE / Maximo)
- MS Office (Word, Excel, PowerPoint, Outlook)