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| **AYYAZ AHMED** | +966 57 031 5037 ayyaz.mughal@outlook.com Olaya, Riyadh, KSA www.linkedin.com/in/ayyazmughal |

 **PROFILE**

Highly efficient, strategic-thinking HR professional with 13+ years of experience in diverse HR functions. Skilled in building relationships, managing teams, and fostering a high-performance culture. Demonstrated ability to effectively manage multiple projects and prioritize tasks while meeting deadlines, prolific options, and implementing solutions.

** KEY SKILLS**

* Talent Acquisition & Management
* Compensation & Benefits Administration
* Employee Relations & Conflict Resolution
* Training & Development
* Organizational Development
* Strategic Planning
* Cross-Functional Teamwork
* Critical Thinking
* Performance Management
* Leadership

 **WORK EXPERIENCE**

**Manager HR & Operations, Al-Massader Co. ( Riyadh, KSA ) Oct 2015 – Dec 2024**

* Led a high-performing team of HR professionals to develop and implement strategic initiatives in Organizational Development (OD), Talent Acquisition, and Training & Development, driving a successful increase in employee engagement and aligning HR practices with key business goals.
* Facilitated and chaired management meetings with employee representatives, improving communication and collaboration, resulting in a significant improvement in employee satisfaction and a reduction in turnover by 10% within the first year.
* Designed and rolled out competitive compensation and benefits programs that directly contributed to a maximum increase in talent retention, enabling the company to maintain a competitive edge in attracting top-tier talent.
* Collaborated closely with department leaders to assess and meet staffing needs, leading to a great reduction in time-to-fill key positions and an improvement in team performance by aligning talent with strategic business goals.
* Managed end-to-end HR operations, optimizing processes in talent acquisition, onboarding, performance management, and compensation planning, which resulted in an increase in workforce productivity and a huge improvement in new hire retention.
* Oversaw the entire employee lifecycle (360 recruitment, national and international), emphasizing employee wellbeing, rewards strategies, and training initiatives, leading to a significant improvement in employee retention rates and a higher satisfaction score in training programs.
* Ensured full compliance with HR laws, policies, and regulations, reducing the company’s risk exposure and legal issues through proactive corrective actions and the enforcement of workplace standards

**Senior HR & Admin Executive, Accrescent Engineers Pvt Ltd (Karachi, PK) May 2011 – May 2015**

* Managed the full interview process from sourcing to screening, coordinating interviews, and closing candidates.
* Employee relations, counselling, and policy implementation.
* Ensuring any concerns or complaints related to management are dealt with appropriate way.
* Supervises the activities of personnel administration.
* Grievances, corrective action, and application of labour regulations, compliant govt. bodies’ requirements.
* Tracked budgets to optimize resource allocation.
* Arranged and executed fun and engaging monthly team-building activities.

 **EDUCATION**

* Advanced Post graduate Diploma in Strategic People Management, **UK** Oct 2023 - Oct 2024

Chartered Institute of Personnel and Development **(CIPD)-L 7**

* Bachelor of Science (Hons) Sept 2005 - Aug 2009

Information Technology, Karachi-Pak

**Communication & Interpersonal**

* Active Listening.
* Clarity and Transparency.
* Adaptability in Communication Styles.
* Conflict Communication.
* Persuasion and Influence.
* Relationship Building and Trust.
* Empathy and Emotional Intelligence (EQ).
* Collaboration and Teamwork.
* Conflict Resolution.
* Negotiation Skills.
* Coaching and Mentoring.
* Cultural Sensitivity and Inclusivity.
* Adaptability and Flexibility in Interactions.

 **Digital skills**

SAP HCM II ATS II Microsoft Office II Outlook II Google Docs II Google Drive II LinkedIn II Internet surfing II Zoom II Skype II Microsoft team

 **Language**

* English
* Urdu
* Arabic