

JUNAID BIN HAFEEZ

Contact Information:

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Career Profile:

Master of Business Administration with 14 years of total work experience out of which 11 Years in **HR and Administration, Marketing and Procurement** in Saudi Arabia and 3 years as **Marketing and Business Coordination** in MCB Bank Pakistan.

Work Experience:

HR & Admin Officer

Rawabet Al Hamroor, Al Hamroor Group, Saudi Arabia Jun 2015 to Till Date

Currently working as **Procurement & HR Administrative Assistant** in Rawabet Al Hamroor at Al Hamroor Group in Najran, Saudi Arabia I am responsible for

- Managed end-to-end employee lifecycle processes, including onboarding, resignations, terminations, and employee exits.
- Coordinated employee resignation and termination procedures while ensuring compliance with company policies and labor regulations.
- Conducted exit interviews, analyzed feedback, and shared recommendations to improve employee retention.
- Investigated employee grievances and supported the resolution of workplace conflicts in accordance with HR policies.
- Advised employees and managers on HR policies, disciplinary procedures, and employee relations matters.
- Acted as the primary point of contact for employee inquiries regarding HR policies and procedures.
- Negotiating, Issue and manage health insurance of all the employees of the group. Contract negotiations, filing and renewals, Billings, Additions, Deletions and cash claims.
- Maintained accurate employee records and HR documentation, ensuring confidentiality and compliance.
- Prepared HR reports covering employee turnover, transfers, resignations, and workforce movements.
- Updated HR forms, employee files, and policy documentation to support operational efficiency.
- Supported HR process improvements by streamlining administrative workflows and documentation.

- Collaborated with managers to ensure fair and consistent performance evaluations.
- Partnered with department managers to provide HR guidance on employee relations and performance management.
- Coordinated internal hiring and employee transfer processes.
- Assisted in employee promotion recommendations in line with company policies.
- Supported rehire eligibility assessments and coordinated re-employment processes.
- Ensured HR activities complied with company policies, labor laws, and internal procedures.
- Maintained confidentiality of employee information while adhering to organizational compliance standards.
 - **Marketing Heavy Equipment for rental purposes, handling Rental Heavy equipment projects of company. (Contracts & Invoices)**
 - **Creating good word of mouth for International hiring of workforce** from, Philippines, India, Pakistan, Nepal, Bangladesh, Egypt, Dealing with embassies and hiring agencies. support the integration of new employees, Coordinate inductions & smooth transition
 - Handling affairs, formal letters, reports and **correspondence relating to embassies of India, Philippines, Pakistan, Nepal** and death cases for employees etc.
 - **Compliances to Wages Protection System** of Saudi Labor law.
 - **Management of company three major residences** in Najran and Mahayil Aseer for Laborers and employees, supplies etc.
 - **Store keeping of all residence utilities, ACs, Stoves, Gas Cylinders, Uniforms etc**
 - **Managing billings of residence expenses and updating inventory.**
 - **Record keeping**, Office management, management of residence supplies, utilities and electrical appliances.
 - **Expense management** of residences. Closing of expenses monthly. administrative assistance
 - **Issuing Saber Certificates** (Conformity & Shipment Certificates for the imports from Abroad).
 - **International purchasing**, Invoices, Bill of lading and country of origin.
 - **Procurement of parts for Asphalt Plants**, Crushers and Heavy Equipment (Cranes, Excavators and Vacuum Pumps).
 - **Procurement of the supplies** for company's residences.
- 1. **Handling all Imports documentation** of Heavy Equipment and spare parts of Crusher, Asphalt Plants and Vacuum lifting Pumps for company projects
- 2. **Vehicle management** for the company, allocating vehicles to employees and staff. Vehicle Maintenance records.

Regional Business Coordinator (GBO-OG-III)

MCB Bank Ltd. Pakistan

May 2012 to Jan 2015

Worked as **Regional Business and Marketing Coordinator (GBO-OG-III)** in MCB bank Ltd. Pakistan since May 2012. Management of the business of all the branches of Jhelum Circle (84 branches of Bank).

1. **Targets allocations**, daily tracking of business and variances with targets

2. **Campaign launches and promotions**, sales generations, visits with Regional Heads to potential clients for business purposes
3. **Preparation and presentation of monthly and yearly reports**
4. **Service Quality supervision, HSE & BCP Officer** and preparation of business presentations
5. Five months of **branch banking experience** in operations, Excellent sales record.
6. **Conducting Sales trainings and training material** for new policies implemented by State Bank of Pakistan.
7. **Working with auditing teams during branch audits.**
8. **Preparation of Promotional events on occasions like independence day, EID holidays.**

English language instructor

UMIL Languages Institute (Universal Institute of Modern Languages)

Severed as English language instructor in UMIL Languages Institute Pakistan (Evening) for two years. Responsibilities included,

1. Preparation for ILETS TEST, taking English speaking classes of students
2. English Essay writing, group discussions and English presentation on different topics.

Internship

Mobilink (Pakistan Mobile Communications Limited)

Internship at Mobilink (Pakistan Mobile Communications Limited) under Zonal Retail Manager in Indirect sales department.

1. Target allocations for Mobile Credit Loads, Mobile Recharge Cards at Mobilink Franchises. Conducting Trainings for new product promotions for franchises staff.
2. Market visits, assisted Zonal Retail Manager in his daily activities like Kiosk promotional Activities.

Educational Background

Master of Business Administration: MBA Marketing (1.5 years) 2010-2012

(CGPA: 3.59/4.00)

Pir Mehr Ali Shah Arid Agriculture University Rawalpindi Pakistan (PMAS-AAUR)

Bachelor of Business Administration: BBA Marketing (4 years Honors) 2006 - 2010

(CGPA: 3.35/4)

Pir Mehr Ali Shah Arid Agriculture University Rawalpindi Pakistan (PMAS-AAUR).

Achievements

1. **Certificate of Appreciation** from Al Hamroor Group Najran KSA.
2. **Employee of the Month** for Mar. 2014 MCB Pakistan
3. **Stage I certification from Institute of Bankers Pakistan** in banking
4. **ILETS English 7 Bands**

Trainings

1. Banking operations, International practices & procedures, A six months comprehensive training program on banking.

2. Anti-Money Laundering AML, Know Your Customer KYC.
3. Branch Operations and Bank's Operation Manual training.
4. Fraud & Forgery in Banks-Preventive measures.
5. Saudi Electric Company, Health & Safety at worksite

Languages & Skills

- English (Expert), Urdu (Expert), Arabic (Moderate), Microsoft office (Excellent)

Personal Information

Date of Birth : 31st March 1988

Status: Married

Nationality: Pakistani