**SAAD M. SIDDIQUI, PHR**

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# KEY HIGHLIGHTS

* **Comprehensive Employee Relations/Generalist Affairs** exposure in a diverse, multisite environment
* **Benefits Administration** for 6000+ lives across 03 group companies; Fellow of the Life Management Institute
* **Learning & Development,** launched programs to build a culture ensuring high performance of teams
* **HR Strategy & Workforce Planning;** Executed projects to improve productivity and realign/reorganize core operations
* **SAP Human Capital Management (HCM) Implementation;** servedas lead HR functionalcontributor
* **PHR Certified (Human Resource Certification Institute – HRCI, Alexandria, Virginia)** through 2026
* **Associate Customer Services (ACS) – Life Office Management Association (LOMA),** Atlanta, Georgia

# KEY SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| * **Communication** | * **Organization Design** | * **Strategy & Budgeting** | * **Goal Setting** |
| * **Influencing** | * **Leadership** | * **Employee Engagement** | * **Workforce Planning** |

# PROFESSIONAL EXPERIENCE

**PAK-QATAR TAKAFUL** | *Insurance & Financial Services |* – **Senior HR Business Partner** – **Human Resources 2018-2023**

Partner with leaders and senior team to develop new business support initiatives, foster employee engagement, and grow talent.

* **Employee Relations:** Provided proactive consultation, critical evaluation, and support to leaders (15+) and employees on a full range of employee relations issues – gaining trust and confidence of employees and leadership. Led investigations, reported on findings, and provided actionable resolutions/recommendations.
* **Compensation & Benefits:** Launched and successfully implemented an employee compensation and grading system that reduced yearly benefit costs by approximately 10%. Changes resulted in a flat organizational structure that reduced decision-making time and increased agility in the organization.
* **HR Policy:** Designed and developed the group's key HR policies. Served on policy review committee & led finalization of policy manual and handbook. Led company-wide value initiatives to improve sense of purpose.
* **Learning:** Coached teams to advance their careers; made learning and development plans to prepare them for broader roles. Led development and roll-out of learning programs facilitating learning objectives. Launched industry-leading learning programs (LOMA/ACII). Led successful completion of company-wide knowledge management project.
* **Performance Management:** Executed performance management for the group. Revamped legacy ranking-based performance management process; based it on a conversations framework; inclusive of check-in meetings, leadership feedback, and objectives/key result setting. Process turnaround time was reduced by 40%.
* **HR Organization:** Worked with leadership to transition HR to focus on industry-leading policies, benefits, and support of the company’s strategic goals during a high growth phase – revenues were increasing by greater than 18% annually. Led and implemented several organizational design projects for group companies – including asset management, and pharmaceuticals.
* **HR Strategy:** Formulated HR strategy with leadership for successful incorporation into overall company strategy. Led cross-functional implementation and communications team to create coherence in final outputs.

Successfully executed workforce planning/re-organization project mandated by the Board to improve the effectiveness of core operations. The company achieved record revenues in 02 following years.

**PAK-QATAR TAKAFUL** | *Insurance & Financial Services |* **HR Business Partner** – **Human Resources 2015-2017**

* **HRIS Technology:** Served as lead HR functional expert in SAP-HCM launch - drove transition from outdated systems to integrated HRIS platform. Instantly improved reporting and analysis while streamlining HR functions. Led SAP group payroll execution team.
* **HR Organization:** Played an instrumental role in establishing departmental processes/SOPs/SLAs and growing the department from 02 to 08 people. Ensured consistent & equitable application of policies across group companies.
* **HR Audit & Compliance**: Led HR function audits; consistently ensuring over 95% compliance. Conducted and set agenda for HR configuration meetings. Assigned objectives and ensured timely execution with a hands-on approach.
* **Benefits:** Spearheaded the implementation of a flexible-time policy - a first in the industry - resulting in a marked improvement in culture and morale based on survey feedback. Led health/life/retirement benefits administration for over 6,000 lives while ensuring efficient, timely service delivery with cost optimization.

**Pak-Qatar Takaful** **2013 – 2014**

**HR Generalist**

* **Talent Acquisition:** Designed and implemented a Management Trainee Program for tier 01 university graduates, including psychometric testing; the program resulted in hiring key future company leaders. Organized recruitment efforts for non-exempt, exempt, and temporary positions; successfully recruited/hired/on-boarded against approximately 150 job vacancies.
* **Performance Management:** Successfully ran the group's performance management system. Coached managers on meeting conduct and expected outcomes. Finalized pay/promotion reviews as part of the HR committee.
* **Employee Counselling:** Provided one-on-one counseling to employees on a range of job-related and personal issues. Provided expertise and guidance to Leaders and Employees; reinforcing culture and proactively promoting our values. Investigated and reported on/recommended corrective actions to employee grievances.

**Pak-Qatar Takaful**  **2008 - 2012**

**HR Analyst – HCM, Talent**

Created staffing and recruiting strategies to meet organizational needs. Established a quality, interactive onboarding process to ensure high initial retention. Conducted job analysis and formulated job descriptions based on the Hay method. Taught Business Communications program - training 100-plus participants.

## EDUCATION AND PROFESSIONAL CREDENTIALS

**Bachelor’s Degree** – Business Administration – Institute of Business Administration (IBA)

**Professional in Human Resources (PHR), Human Resource Certification Institute (HRCI)** Alexandria, Virginia, U.S.

**Fellow of the Life Management Institute (FLMI) –** Life Office Management Association (LOMA), Atlanta, Georgia, U.S. **Associate Customer Services (ACS) –** Life Office Management Association (LOMA), Atlanta, Georgia, U.S.

## AWARDS

**Merit Scholarship Recipient** - at IBA

**Received 04 Employee of the Year Awards** at Pak-Qatar – SAP HRIS Implementation, Knowledge Management Project, Team Management, Culture/Value Initiatives