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(LinkedIn)

www.instagram.com/komals_hr_blog/ (Blog)
www.komalshrblog.com/ (Blog)

Top Skills

Employee Relations

HRIS

Compensation

Languages

Urdu (Native or Bilingual)

Bahasa Indonesia (Professional Working)

English (Native or Bilingual)

Certifications

Certified ScrumMaster (CSM)

Outlook: Time Management with Calendar and Tasks

Licentiate HR Generalist (Includes Certified Recruitment Analyst (CRA), Certified Compensation & Benefits Manager (CCBM), Certified Learning & Development Manager (CLDM), Certified HR Business Partner & Consulting (CHRBPC))

Certified HR Professional

Leadership Foundations

Honors-Awards

Vimala Sanker Memorial Scholarship (only two available for each region)

2011 Global HR Awards - PCA (Passion, Courage and Ability) Award - Recognition of Nomination

Komal Jawad

Purpose-driven Head of Human Resources helping a firm achieve people agenda HRBP | CHRP | MTF | CCBM | CRA | MCIPD | PSM
Jakarta

Summary

Certified HR professional with over 15 years of HR generalist experience within an array of industries ranging from HR Consulting, Life sciences, Consumer goods to Construction.

Chartering and implementing HR Strategy by rolling out initiatives across end-end HR spectrum i.e. Organization effectiveness, Rewards, Performance Management, Talent Attraction & Acquisition, Talent Management, Talent Development, HR Operations/Services and other HR related exigencies, and ensuring that best practices in these portfolios adhere to the policies and guidelines spelled out by the Company.

Ensured Operational Excellence by smooth functioning of all day-day Human Resource matters, managed the company's HSE and payroll and HRIS for the attainment of the pre-defined objectives involving application of Human Resource Management skills.

Able to execute tasks efficiently and independently and as a team player in time critical situations with approachability, open-minded and strong networking skills. Strong consultative, influential and strategic thinking skills and able to challenge conventional thought by offering unique perspectives.

Functional Skills

HR Strategy | Organization Effectiveness | Business Partnering | Employee Engagement & Culture | Performance Management | Talent Acquisition & Development | Talent Diversity | HR Sharepoint Database | Company specific HR Programs & Practices | Compensation & Benefits | Workforce Planning | HRIS | HR Audits | ESH | Client Relationship Management | Business Development | Database Management.

Experience

Company name is confidential

Management Consultant (Human Resources)

January 2020 - Present (2 years 2 months)

Greater Jakarta Area, Indonesia

As an experienced Human Resource Practitioner, working directly with the Firm's senior leadership to develop and direct an HR agenda that closely supports organizational goals including and not limited to Rewards, Performance Management, Learning, Talent Acquisition, Organization Development and HR operations/Services. This includes looking at the end-end hire to retire cycle along with developing and rolling out HR Initiatives in line with the HR strategy.

Deloitte Southeast Asia

Manager

February 2019 - December 2019 (11 months)

Greater Jakarta Area, Indonesia

Responsibilities

Provides real time observation, feedback and recommendations regarding executive team dynamics.

Lead or manage change within complex organizations, including the ability to develop change management strategies, identify & manage change risks & issues, and to operate/interact with project, program and business leaders.

Advise clients on aligning people strategies with business strategies, including providing solutions, mergers and restructurings, functional and sourcing transformations, and risk and technology programs.

Designing appropriate analysis for diagnostics and implementation, analyzing and interpreting ambiguous and complex information and relationships.

Lead and facilitate client workshops.

Assisting in financial administration of engagements such as budgets, billing, and collections.

Mercer

Consulting Manager

October 2017 - January 2019 (1 year 4 months)

Greater Jakarta Area, Indonesia

Major Responsibilities:

Develop overall project plan, coach project members on designing of interview outline, survey questionnaire.

Lead client interview and summarize the key points to carry out solutions.

Experience with methodology and tools to provide necessary training to clients such as on job description, IPE, performance management and competence modelling etc.

Represent Mercer in public conferences, workshops and seminars to promote existing offerings

Draft & close client reports as a project manager.

Works directly with client to understand client's expectation and feedback for further improvement and final presentation.

Nurtures key client relationships identifies opportunities to broaden or deepen these relationships,

Anticipating and responding to future client needs

Acting as main assessor, lead talent evaluation and assessment centre, draft evaluation report; prepare proposals (including estimates of time-cost required, project timetables, and method of delivery), client presentations and reports

Achievements:

'Market Competitiveness' of Telcom Companies

'Talent Profiling' for a large FoB.

'Organization effectiveness' for a large oil & gas company

'Competency Development' for a Dutch multinational bank

'Designing the organization of Future' for a large FoB with multiple BUs

'Total rewards optimization' for a large MNC

'Mercer – Sirota Employee Engagement survey' for a large national conglomerate

Freelance (Jakarta, Indonesia)

Independent HR Consultant

June 2016 - October 2017 (1 year 5 months)

Greater Jakarta Area, Indonesia

Providing One-stop shop platform for client's Human Resource Needs.

Assignments(Jan 2017 till now):

1, Subcontractor, French International Recruitment Services Provider,
www.workoverseas.eu

2, HR Consultant, Healthcare Company, UAE

3, HR Consultant - Acumen International, [https://
www.expressglobalemployment.com/](https://www.expressglobalemployment.com/)

4, HR Product (Performance Management) Review writer - SuccessDart, [http://
www.succesdart.com/](http://www.succesdart.com/)

5, Review of CIPD HR Profession Map for a Jordan-based client

6, HR Consultant - FMC, Jakarta Indonesia

Descon Engineering Limited

Lead - Rewards & Talent Management, Corporate HR - Pakistan and Middle East

October 2015 - May 2016 (8 months)

Lahore, Pakistan

Major responsibilities:

Compensation Management

Partner with HR Business Partners, Business area (BA) for proactive consideration on issues related to overall compensation.

Plan, design and propose guidelines for policies and programs pertaining to employee retention.

Ensure dissemination, support and monitoring of guidelines/compliance to all HR BPs (BA).

Monitor compliance to laid down policies and provide support to HR BPs (BA).

Provide inputs pertaining to changes in compensation strategy.

Administer periodic revision of policies in line with the best HR practices pertaining to compensation.

Maintain C&B Sheet for the guidance of Recruitment & Selection, R&S & HR-BPs.

Talent Management

Review the performance appraisal steps and ensure clear communication is sent to all employees.

Ensure timely rollout and assure that performance management is administered as per the philosophy and the desired timelines.

Ensure adherence to derived bell curve.

Conduct detailed analysis on proposed increments and share analytical reports (including costs, trends). Develop a final presentation for CEO.

Ensure final changes are incorporated into system and increments are disbursed accordingly.

Benefits Management.

Take part in benefits surveys on a yearly basis.

Provide internal and external compensation statistics and equities.

Prepare workable action plans for internal equity and external market competitiveness.

Ensure that employee awards are given to the eligible employees.

Coordinate with Finance, Administration for the holding of award ceremonies.

Ensure Employee awards are in line with company core values.

MIS & SAP

Support all HR Functions in Process Automation.

Conduct training for the HR BPs & for Business support departments, BSD employees on the new system.

Prepare User Manual & Demo videos.

Achievements

Introduced a new Long Service Award, LSA policy.

Introduced a new Bell curve for performance Management system.

Introduced a new Bonus Policy.

Akzo Nobel Pakistan Limited (a subsidiary of AkzoNobel N.V.)

Rewards, Talent & HR Services/Operations Manager

April 2012 - July 2015 (3 years 4 months)

Lahore, Pakistan

Rewards

Prepare a list of comparable jobs with complete profiles and salaries in deciding salaries of new employees.

Participate in salary surveys & benefits prevalence reports to review market data & suggest changes.

Talent Management

Manage the annual appraisals exercise.

Manage the increments cycle as per the Performance & Development (P&D)

Dialogue ratings & the finalized increment matrix.

Maintain the Performance Management database.

Maintain the database of Progress Review Reports (PRR) for new joiners along with keeping a track record of probationer's confirmation & service agreements.

HR Services/Operations

Manage & supervise the issuance of transfer, promotion, resignation, long service award & retirement letters.

Maintain and plan manpower inventory systems as well as reporting manpower numbers for all category of staff to help in decision making.

Maintain and update Personal files, SAP HR Module for Management staff, Contract and Trainee staff, so that complete records are available whenever required.

Manage manpower budgets (numbers & costs)

Interpret management staff rules after studying relevant precedents and advise HR Head and CE.

Manage all applications for Club membership, house building assistance & house rent advance.

Manage the scholarship application process.

Achievements

Responsible for successful set-up and independent management of Compensation and HR Services department.

Crafted the HR Strategy for 5-years period post formation of AkzoNobel Pakistan

Roll-out of a new performance management system in 2014.

Human Resource & Remuneration (HR&R) committee presentations to Board.

Managed two internal Audits on HR with a rating of "meet company standards".

Revision of entitlements on Mileage rates, Scholarships, room rates (In-patient), Meal etc.

Incentive scheme revision for the entire business revised based on the Mercer survey analysis.

Employee Engagement - 2014 scores increased by 0.11 points i.e. from 4.08 in 2013 to 4.19 in 2014.

Monsanto Company (a subsidiary of Monsanto USA)

Assistant Manager HR & WSO

January 2009 - March 2012 (3 years 3 months)

Pakistan

Maintaining the Human Resource Information System (HRIS).

Preparing & sending the monthly and quarterly reports to regional management in order to update SAP system. Moreover, directly update the available modules of the SAP system

Involved in recruitment using SRI and BBI techniques.

Performing all recruitment activities i.e. preparation of ads, screening of applications, scheduling & Conducting interviews, preparation of offer/package details, issuance of appointment/offer letters & induction and orientation of new hires/Onboarding

Verification of compliance with rules Of Making Goal Documents,keep track of the Goal Review Documents and their record maintenance for all employees.

Performance of DPR (Development, Performance and Reward) activity in accordance with the Goal Documents for all Company Employees, which is linked with the compensation/ increment system.

Actively participating in Compensation & Benefits surveys. Training needs Assessment Activity and organization of the training programs whether In-House or external & subsequent post training evaluation.

Independently maintaining and processing the Payroll and the HRIS for all employees.

Handling of Income Tax and Professional Tax matters of employees and timely submission of various Income Tax Reports to Tax Authorities.

Assisting the HR Head in the formulation and implementation of the company policies and procedures.

Assist the HR Head in all legal matters pertaining to HR and WSO i.e. employee related cases.

Achievements

Rolled out a new talent acquisition software i.e. Taleo acquisition software, TAS.

Rolled out a comprehensive on boarding program for new joiners i.e. PANSEA Regional Onboarding Program.

Gave a full day Training on Development, Performance & Rewards to the Middle Management.

Employee Engagement scores increased by 15% i.e. from 70% in 2008 to 85.2% in 2010.

University Of Central Punjab (Official)

Visiting Faculty Member

March 2007 - April 2009 (2 years 2 months)

Teaching "Negotiation Skills" course to BBA Final year class (HR Majors).

Updating UCP-online Course Portal pertaining to my subject which is one of the major knowledge-base for the students.

Preparing & Checking Quizzes, Assignments, Exams...etc for the students.

Using case-study method & group discussion techniques to simulate real business world scenario in the classroom to enhance student's skills pertaining to Negotiation Skills.

Prepared lecturers, presentations, examinations, quizzes, IQ tests for students.

Conducted training sessions for students for management and leadership skills.

Helped students prepare their projects and assignments.

Conducted discussion-based sessions for students to improve their analytical and communication skills.

Invited guest speakers from the industry to expose the students to additional relevant knowledge & areas of learning

AbacusConsulting Technology (Pvt.) Ltd (Formerly PWC Consulting)

Research Associate

June 2007 - December 2008 (1 year 7 months)

Major responsibilities

As a team member of Executive Recruitment, since June 2007, I have worked on a number of Executive Recruitment assignments. Major Tasks included:

Business development

Preparation of Executive Recruitment Contracts.

Preparing the JD's after having one-one meetings with the clients.

Identifying potential candidates.

Initial Long-listing and subsequent short listing of candidates.

Coordinating and conducting interviews at AbacusConsulting and at the client's office both.

Writing interview impressions.

Subsequent meetings with the client's contact person as and when needed

Raising and preparing invoices.

Maintaining and updating the client status reports.

Client relationship Management.

Management of the Executive Recruitment web portal

(www.abacuscareers.com) by regularly uploading all the new leads/positions and deleting the completed positions.

Achievements

Department growth of 120% against budgeted target.

Recruited to as junior a resource as an HR executive (for Stiefel Laboratories) to as senior as GM – Infrastructure Development (for Punjab Industrial Estates (PIE)).

Generated repeat clients by more than 80% by constantly meeting & exceeding requirements & expectations.

Gave full day training to All the HCS (Human Capital Solutions) team members of AbacusConsulting on "The principles of Project Management "on 24 November, 2007.

Wrote and presented a detailed Training & Development (T & D) framework to the HR Director for implementation in AbacusConsulting.

Union Bank

Internee

August 2004 - October 2004 (3 months)

Islamabad, Pakistan

Internship in Accounts/Finance Department

Education

National University of Sciences and Technology (NUST)

MBA, Business Management · (2005 - 2006)

National University of Sciences and Technology (NUST)

BBA, Business Studies · (2002 - 2005)

Kinnaird College for women , Lahore

F.Sc (General Science), Stats, Math, Economics · (1999 - 2001)