

MUHAMMAD NOUMAN TARIQ
m.noumantariq@gmail.com | +971 502931323

Organization Design/HRM Professional

Senior Certified Professional (SHRM) with a strong track record in optimizing HR processes, driving operational efficiency, and implementing best practices aligned with business objectives. Skilled in recruitment and talent acquisition across diverse roles and levels, including niche profiles. Experienced in policy development, workforce planning, onboarding, employee engagement, and grievance resolution. A strategic change management leader adept at implementing organizational transformation and fostering collaborative work environments. Strong communicator with the ability to build and maintain relationships across all management levels.

CERTIFICATIONS

- Senior Certified Professional (SHRM) – (Jan' 2025)
- Certified Human Resource Professional – ACI (American Certification Institute) in Jan'17
- Certified Human Resource Manager – ACI (American Certification Institute) in Jan'17
- Advanced Strategic Management CIPD (Dec '13)

EDUCATION

- Master of Business Administration (MBA) NUST Business School, Islamabad, Pakistan. (Aug 2010)
- Bachelor of Business Administration (BBA) Comsats Institute of Information & Technology, Islamabad, Pakistan (Aug 2007)

PROFESSIONAL EXPERIENCE

Head of Organization Design & Operations

VitaQuip (Dec'23 – Present)

Industry: Consulting | Health Care & Fitness | Retail

Key Responsibilities:

- Design and implement effective organizational structures that align with the company's strategy and objectives.
- Evaluate and recommend changes to the organizational hierarchy as needed.
- Identify and analyze existing business processes to streamline workflows and improve operational efficiency.
- Spearheaded key initiatives to enhance operational performance, focusing on reducing error rates, ensuring appointments were fulfilled on time, and maximizing resource utilization.
- Streamlined supply chain and booking processes, leading to improved customer satisfaction and more efficient operations.
- Collaborate and guide departments such as Customer support, Business development, to create effective operational plans.

- Utilized strong analytical abilities to tackle complex operational challenges proactively, implementing solutions that drive efficiency.
- Support the development of a talent pipeline that aligns with future organizational needs.
- Oversee the integration of new technologies to improve efficiency and competitiveness.
- Establish key performance indicators (KPIs) to measure the success of organizational design initiatives.
- Ensure that organizational designs comply with relevant laws, regulations, and industry standards.
- Use analytics and data to assess the impact of organizational changes and make data-driven recommendations.

Manager People Operations

Motive (Formerly KeepTruckin) (July'21 – July'24)

Industry: IT | Freight | Location: Islamabad, Pakistan

Manager Human Resource

Confiz Ltd. (Dec'19 – July'21)

Industry: IT | Location: Lahore, Pakistan

Organizational Development and Recruitment Manager

Almahdod Architectural Co. (Dec '14 – Dec'19)

Industry: Consulting, Construction, Contracting | Location: Jeddah, Saudi Arabia

Recruitment Supervisor

Sunset Beach Resort, Marina and Spa (Jan '14 – Dec '14)

Industry: Hospitality | Location: Alkhobar, Saudi Arabia

Officer Recruitment and Onboarding

Bupa Arabia for Cooperative Insurance (Mar '13 – Jan '14)

Industry: Health Insurance | Location: Jeddah, Saudi Arabia

HR/Administrative Specialist

Al Ansar Arabia for Contracting (Sept '10 – March '13)

Industry: Consulting, Construction, Contracting | Location: Jeddah, Saudi Arabia

SKILLS

- HRIS Applications (Oracle, Workday, MENA HR, MS Dynamics 360)
- MS Office
- HRM
- Organizational Development
- Recruitment
- HR Budgeting
- HR Project Management
- Payroll Processing
- Employee Relations and Engagements
- Legal Regulations and Compliance