

NAIBA AHMAD

 naibaahmad28@gmail.com  +994557863056

HUMAN RESOURCES PROFESSIONAL

SUMMARY

With over 20 years of experience as HR & Training Manager overseas. Successfully delivered HR & Training projects portfolio exceeding \$3M. Reached incredible milestone of recruiting over 5000 employees and conducted 10K interviews to date!

PROFESSIONAL EXPERIENCE: Abu-Dhabi, Muscat, Yemen, Iraq, UK, Paris, Malaysia, and Turkiye.

MY CLIENTS

SOCAR, BP, LUKOIL, PASHA HOLDING, TOTAL, OMV, NEXEN, PETRONAS, RESANT, QALAQROUP, LEMAG, SABAH RESIDENCE. SIG

ACHIEVEMENT

- Established brand-new Training Centers in Iraq (for Lukoil Iraq), Yemen (TOTAL Yemen), and Oman (OMV Oman), increasing investment in local economies by fostering youth talent development; supported oil & gas companies with a steady pipeline of skilled workforce (operations & maintenance) over a 3-year period.
 - Optimized the HR department at Shah Deniz 2 project by integrating Heydar Aliyev Baku Deepwater Plant and ASCO resulting in streamlined workforce management and a 30% improvement in cross-company collaboration efficiency.
 - Recognized as top performer at Ipedex Yemen & Abu Dhabi and SOCAR Baku for successfully negotiating training contract with BP, initiating the rollout of technical training programs and enhancing workforce development.
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EXPERIENCE

HR Freelance & HR Trainer for PASHA VG, SOCAR, Resant, SIG, – 2024-present

- Revamp departments by introducing new HR practices and standards, increasing operational efficiency by 35%.
- Conduct comprehensive HR audits to identify key areas for improvement, eliminating unnecessary expenses.
- Implement change management initiatives to decrease employee turnover by 25%.
- Streamline HR processes and workflows, improving process efficiency by 50% through strategic planning.
- Lead full-cycle recruitment, sourcing, interviewing, and onboarding talent to support organizational growth.

HR Manager 2019 – 2023

FNC, Turkey

- Put forward strategies and provided HR solutions that helped business to thrive saving \$500K annually
- Improved staff efficiency through employee welfare programs achieving a 40% increase in the overall output.
- Performed lead role in implementing data-driven recruitment approaches, reducing time to hire by 40%
- Downsized employee conflict incidents by 50% by introducing new resolutions.

Human Resources Director 2017-2019

IMIC, Baku

- In charge of HR department that needed to bring in 150 new employees for projects in 4 months.
- Established a 30% faster hiring structure
- Set clear goals and improved employee engagement by 15%
- Enhanced staff welfare by implementing motivational programs, amplifying the overall output by 40%.
- Restructured communication and cut down paperwork by 75%.

Human Resources Manager 2014 – 2017

SOCAR, Baku - Total number of employees 4500.

- Slashed administration costs 40% by reviewing Talent Acquisition process ensuring enhancements of services.
- Implemented a CB system, reducing manual labor by 50% and cutting hiring time from 45 to 25 days
- Sufficiently handled HR team of 35 employees and increasing efficiency company-wide.
- Reached cost saving by 30% by implementing company-wide HR strategies.

Ipedex-TOTAL Oil & Gas - Projects - 6 years

projects in Oman, Abu Dhabi, Yemen, Irak, Malaysia, Paris

HR& Training Manager 2008-2014

- Run a training budget of \$3M resulting in employment of 650 engineers per program
- Increased customer satisfaction by 25% by implementing a new feedback system

- Negotiated with vendors to procure resources for programs, saving the organization \$30,000 annually.
- Guided an international team of 250 staff members within 2 countries

EDUCATION & CERTIFICATION

CIPD Diploma in Human Resources & L&D- West Sussex, UK

Leadership Diploma - Harvard Kennedy School, Massachusetts, USA

Bachelor in Business Administration - Western University, Baku, Azerbaijan

Certified Project Manager - International PM Association, Ukraine

LANGUAGES:

English-fluent Russian-fluent Turkish-fluent Azerbaijani-native Arabic-basic