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| **D.o.B** | 30th Oct 1985 **Single , Driving License** in process |
| **Salary: :** | Current 6000AED/= Expected 8000/= |

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| **Career Summary:** A Young, Highly motivated and results-driven HR professional exclusively has joined field of People Management as a career .Currently serving as Office Manager in a well reputed Asia & Gulf service industry of Management Consultancy firm (ISO). Have over 4 years management experience in public and private organization along with 6 years experience in education and corporate trainings management with different Learning & Development groups and internationally recognized universities.    MBA-HR and MS/M-Phil-HRM; PhD-Management science in progress. Passionate to transform continues corporate experience into knowledge Management via mentor-ship, research, writing and consultancy. | | |
| Working Experience | 1. Office Manager (Recruitment , Training & Marketing)   Since 3rd May 2013 (*Management Consultants -UK) Ajman UAE*  Responsibilities: Recruiting the staff for the Marketing , Coordination , Consultancy and Auditing department ; Induction & Training activities for various staff ; Supervising Department Time management System, Compensation , Benefits & Grievances ;Heading Marketing Department for gulf region via (In house) Call center staff and external marketing executive team for the B to B sophisticated product of Management System , HR ,Audit and Trainings ; Handling Call centre software and lead management for outbound call all over the UAE & GCC countries ; Corresponding and communicating with key clients for business generation & contracts, Compiling and analyzing performance contracts of team & Reporting to Director Operation & Strategy Gulf Region.   1. Central Manager HR (Human Resource Department)   June 2012 to June 2013 ***Al Karam Towel Industries Pvt. Ltd (Head Office) Karachi-Pakistan***  Responsibilities: Assist the Managers HR(5 Factories) and Coordinate activities for Centralized reporting to Group General Manger/ Director HR ; responsible for Centralized Recruitment, Induction & Training, Time management System, Compensation &Benefits, Grievances, Compliance(OH&S, EOBI,SESSI) , HR Software Development with Timely Modification ; Designing of SoPs /SLAs /policies and HR audits.  3. Trainer/Coordinator (Department of Management , Media and Social Sciences)  Sep 2011 to June 2012 [*Dadabhoy University*](http://www.dadabhoy.edu.pk/Discover.html) *(A Chartered University) Karachi--Pakistan*  Responsibilities:   * Development and implementation of new methods of teaching to reflect changes in research; Schemed, preparation of teaching materials for various courses of undergraduate, postgraduate degree and professional skill development programs under the policy rules of HEC. * To deliver lectures, seminars and tutorials; Students' coursework assessment; Set and mark examinations; Support students through a pastoral/advisory role. * To Supervise students’ research activities; Undertake continuous professional development (CPD) and participate in staff training activities; administrative tasks related to the department, such as student admissions, induction programs and involvement in committees and boards; * To establish collaborative links outside the university with industrial, commercial and public organizations; supervise different concerns of academic, examination, virtual classes’ management and co-curricular events management as an Event Incharge.   1. Corporate Trainer /Lecturer (Visiting)  *✓ University of Karachi*  ✓ *Newport University* *✓ APTECH*  *✓ CAMS*   Course Taught: Fundamental of Management , Change Management , Introduction to Computer/IT, Business Communication , Business Ethics, Human Resource Management , Office Automation Softwares , Leadership and Motivation Tech: and SHRD   1. Assistant Manager (Human Resource Management and International Affairs)   July 2010 to Sep 2011 (Contractual) ***Federation of Pakistan Chambers of Commerce Industries (FPCCI) Karachi***  Responsibilities: Assist Deputy Secretary General ( Human Resource and International Affair Forum) vis-à-vis fulfillment of following responsibilities:   * To cater for the recruitment of fresh/experienced staff; undertake soft skills orientation and training to develop employee motivation and retention. * To arrange occupational trainings for the staff; Training needs analysis on the basis of performance appraisals. * To make plans for the welfare of the staff particularly with reference to medical, insurance and annual leaves * To make hierarchy of the officers for providing  facilities according to their status; * To supervise time management systems (TMS), preparation of payroll from start till disbursement of salaries; Handle disciplinary matters and Grievances. | |
|  | 1. Deputy Directors (Establishment of Intranet Setup for Govt. of Sindh, Secretariat.)   March 2009 to June 2011 (8 M Honorary) ***Information Technology Department Govt. of Sindh Karachi-Pakistan***  Responsibilities: Assist Project Director in various activities regarding project development ,deployment, operation & implementation :   * Correspondence with outsource firms via procedural communication. * People management for handling different affairs of around 5000 officers/officials. * To lead Support-Team for complaints management; Design & conduct trainings, workshops and conferences. * Additional assignment to supervise HRMIS project at provincial level  1. To prepare for local/international events as a member of Event Committee; have remained the coordinator for minister of information technology. 2. ICT Coordinator (NCC Education UK)   July 2003-March 2009 ***The City School Pvt. Ltd. (Mehran Region) Hyderabad -Pakistan***  Responsibilities: To implement the UK based worldwide centralized ICT education system for various age groups; Co-ordination among different networks of region to rectify problems and providing them solutions. Conduct teachers training to implement system. Administrate & Update data on UK based online system. Satisfy queries from variety of regulars. Has remained the trainer of DPD (modules) for Internal and external employees learning and development projects. | |
| Education | | **PhD in Management Science(HRMIS)** in progress  **MS/ Phil-Management** Science(**HRM**) “3.85 CGPA with distinction 2013 from IBT-Karachi  **MBA-HRM** **HRM** “3.44 CGPA” “2008” from University of Sindh.  **Bachelor’s** (**Education and Trainings**) “1st Division” “2007” from University of Sindh.  **Bachelor’s** (Commerce**)** “2ndDivision” “2004”from University of Sindh | |
| Diploma/ Certificates / Trainings | | * **Diploma** in Information Technology * **Certificate course in ORACLE** from ORASOFT Educational Center * **Certificate in Graphic Designing** * **Hardware Course** From Innovative Computers * HR workshop/Summit organized by IBA Karachi * **Training course from SESSI** Head office Karachi : Employee Social Security Insurance * Tripartite Consultation Seminar Dec 2012 on “Promoting Workplace Safety & Health” ILO * Participated in Workshop Conducted by Dr. Arif on “How to Write Research Report” @ IBT-Karachi | |
| Professional Skills | | * Efficient and detail-oriented can work well independently and as part of a team. * Managerial/Administrative/Leadership Skills(assessment, registrations, internal/ External verification, quality control ,Systematical Processes and Reporting ) * **Excellent Proven I.T skills** (MS Office| *Word,Excel,PP,Access,Front page,Publisher,Visio,Works* /Customized Software’s/ Designing & Presentation applications/ Access domain based network/ Internet/Emailing other applications required to manage independent working task using technology various hardware & software. * Proven ability to synthesize large amounts of information from multiple sources to create cogent. * Proven ability to evaluate system and procedures with rational solutions for the organizational good will and Profit. * Strong written and verbal communication skills in English. * Experienced in Online Management System. * Design and Conduct training programs/Event Management | |
| Achievements/ Associations/ Research & Publication | | * President Ladies Wing Karachi Division : NPCIH Govt. of Pakistan Islamabad * Shield/Certificates in organizing different activities as student and Professional * Certificates / Medals in different competitions (1st Position throughout the schooling and 2nd Position in MBA .Debates, Singing, Comparing, Presentation and Designing and Conducting Training Programs) * Participated in Annual ITCN Asia and Connect exhibition at Expo Centre Karachi. * Implementation and training of ERP * Presented Research paper in IBT International Research Conference 2012. * 🡪 Presented Research paper in IBT International Research Conference 2013. * Two Research publication in IBT journal(in progress) | |
| Linguistic | | ⏺ English ⏺ Urdu/Hindi ⏺Sindhi ⏺Punjabi ⏺ Arabic(Reading/writing) | |