**Syed**

Email: [syed.374880@2freemail.com](mailto:syed.374880@2freemail.com)

**Career Objective**

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees’ needs.

■ **Career Profile**

* MPA human resources with 4 year working experience in Financial Sector Human Resource Department.
* Efficient leadership qualities with ability to control and manage the department and generating the best outcome.
* Experience of drafting plans for employee training, development and monitoring the factual outcome for the organization.
* Ability to downsize the organization at times of need.
* Timely intervention to check out the quality of the work assigned and work efficiency in the employees.
* Planning activities to involve the employees to boost up their spirit from time-to-time.
* Monitoring and interacting with the employees and management regularly to understand the concerns and the key area to be amended for resolving the same.
* Excellent communication and inter-personal skills.
* Hard-working, dedicated and ability to work abiding the compliance.
* Efficient time-management skills giving importance to the employee satisfaction.

**■ Core Competencies:**

* Active listening | Critical thinking | Tact and diplomacy
* A People-Person | Persuasive | Excellent inter-personal communication skills
* Counseling and management skills

**■ Personal Information:**

* Date of Birth: August 17, 1989
* Marital Status: Single
* Nationality: Pakistani
* Visa Status: Currently on Visit Visa, expires on January 20, 2018; Can start immediately
* Location: Dubai

**■ Professional Work Experience**

**Apna Microfinance Bank Limited**

Lahore, Pakistan

June, 2015 to August, 2017

**Assistant Manager Human Resources**

**(**Hired as HR Officer, promoted on March, 2016)

Supervising of the development and implementation of HR functions, such as: Post hiring activities, appraisals, training, benefits, and associate relations activities.

**Job Description**

* Remuneration Fixation & Promotions – To fix & further realign the remuneration and promotions of the employees in line with bank’s Compensation Policy to bring industry harmonization with respect to employee rewards.
* To manage processing of requests received for issuance of no objection certificates to employees.
* Responsible for managing post hiring documentation of new hires for completion of personal files including ensuring:
* Antecedents’ verification
* Degree verification
* To provide support to relevant quarters for employees’ credentials’ authentication.
* Managing the personnel record including safe keeping of employee data i.e. personal files, recurring departmental reporting, and other miscellaneous records.
* To administer the HRMS systems and with it responsible for users management, policy parameters definition and data updating in system.
* To supervise the staff leaves including system policy adherence with respect to Leave Approvals and ensuring proper record updating in HRMS system.
* To manage staff transfers / re-designations recommended by relevant Department Head / RBH / Business Head in line with bank’s internal policy. Further to inform relevant business manager / unit manager to rotate staff in line with bank’s rotation policy.
* To supervise processing of separation cases e.g. Resignations and Retirements with approval of competent authority.
* To managed renewal of contracts of employees on contracts as per policy and as per approval of the competent authority.
* Responsible to initiate disciplinary action against staff upon recommendation and authorization of competent authority and further to supervise entire DA process till decision of such cases after recommendation of DA Committee.
* To supervise processing of probation review forms of all regular staff members and with it follow up with relevant line managers to decide recommendation for confirmation of staff upon completion of probationary period.
* To prepare and draft all kinds of Warning, Unsatisfactory Performance and other letters related to HR matters.
* To visit branches on need basis or as advised by the Head HR from time to time for employee engagement.

**Habib Metropolitan Bank Limited**

Karachi, Pakistan

September, 2014 to March, 2015

**HR MIS Officer**

Responsible for all MIS related to HR Department and Third Party Payroll.

**Job Description**

* + Responsible for maintaining monthly staff MIS according to Age & Designation.
  + Responsible for the Dashboard reporting to Group Office, Dubai.
  + Responsible for the final settlement of outgoing staff.
  + Responsible for designing Staff’s Disciplinary / capability / Grievance Procedure.
  + Responsible for Verification of Antecedents of Employee.
  + Obtaining (and detailing with requests for) employment references.
  + Responsible for designing employee official letter and memo's.
  + Checking employees' personal folders for Compliance issue.
  + Any other HR related tasks assigned by Head of HR Operations.
  + Responsible for registering employees for training courses.
  + Responsible to inform employees about registration regarding appropriate training courses.
  + To update staff HRIS profile in hPlus.
  + Consolidate each month resigned Staff with Head of HR Operations.
  + Responsible to take undertaking of Internees.
  + To perform the time to time guidelines and instructions by HR Operations Head.
  + Responsible for Staff's Educational Degree Verification through Client.

**Bank Islami Pakistan Limited**

Karachi, Pakistan

June, 2013 to September, 2014

**HR Officer**

Responsible for initiation of all HR Operation related activities

**Job Description**

* Staff Finances
  + Employee Resignation / Separation.
  + Processing of Mid-Year Reviews/Promotions.
  + Handling of all Hospitalization / Medical Re-reimbursement cases and keeping up to date status of the same.
  + Employee conversion from Contract to Permanent cadre.
  + Monthly staff entitlement report (Streamlining of existing entitlements/ perks of employees’ with respect to car allowance, fuel, cell phone limit.)
  + Loan handover formalities for resign employees and coordination with concerned departments for smooth processing.
  + Processing of Transfer and Re-designation cases.
  + Updating the record of EOBI cards + Processing of missing cards/ EOBI Contribution. Retired/ Pension.
  + Employee Confirmations.
  + Processing of Verification of Antecedents Letters & pursue on negative antecedents response received from other banks.
  + Issuance of certificates requested by employees for Academic purpose / Visa formalities.

**■ Education**

* Bachelor’s in Public Administration from University of Karachi, Pakistan
* Master’s in Public Administration from University of Karachi, Pakistan.
* Certification in Advance MS Excel.