



Cell: 0300-2123762
E-Mail: faraz97@hotmail.com; faraz1976@gmail.com
Web: <http://pk.linkedin.com/in/farazasyed>
Skype: faraz.97
FB: [faraz.a.syed](https://www.facebook.com/faraz.a.syed)
Twitter: @faraz1976

Education

Bachelor of Commerce
University of Karachi

Bachelor of Business Administration (Ongoing)
Virtual University of Pakistan

Professional Competency

Certified Human Resource Analyst
Institute of HR Development-HR Plus

Training & Courses

Labor Laws Applicable to Industries & Obligation of Employers

Human Services Management (Pvt.) Limited

Contract Labor Management and Relevant Labor Laws

Human Services Management (Pvt.) Limited

How to Draft Charge Sheet & Conduct Domestic Enquiry

Human Services Management (Pvt.) Limited

Digital Marketing

Digi skills-Ministry of IT & Telecom Pakistan

Freelancing

Digi skills-Ministry of IT & Telecom Pakistan

Total Quality Management

Tapal Tea (Pvt.) Limited

MS Project 2007 Tools

Tapal Tea (Pvt.) Limited

Microsoft Excel 2003

Tapal Tea (Pvt.) Limited

English Language Program

Tapal Tea (Pvt.) Limited

Microsoft Access, In-house Training

Muller & Phipps Pakistan (Pvt.) Limited

Computer Skills

Microsoft Office
Microsoft Excel
Microsoft Access
Microsoft Visio
Microsoft Power Point
Microsoft Outlook,
Oracle HR Module
Oracle Procurement Module
Inpage Urdu Software

Professional Summary

Introducing myself as result oriented, initiative, flexible with any working environment, confident, can handle any task in any situation with positive and professional approach.

Almost 21 years diversified experience in General Administration, Safety & Security Infrastructure, Fleet Administration, Human Resources Operations, Recruitment & Contract, Training & Development, Employees Relations, Industrial Relations, Procurement, etc. Very active in Social Media activities e.g. LinkedIn, FB, Twitter, etc.

Worked in different industries or Sectors, e.g. Manufacturing, FMCG, Distribution, Shipping & Logistics, Supply Chain, Automotive, etc. and got a lot of experience of multiple environments and corporate culture. It was a pleasure to work with the large scale organizations, business tycoons, Proprietor Ships and with ex-service men, which always educate me to handle with difficult situations and learnt how to deal with stressful environments and to complete the tasks within stipulated timelines.

Work Experience

➤ **Manager HR & Administration**
Jan. 2015 to May 2019

➤ **Manager Administration & Procurement**
Feb. 2014 to Jan. 2015

➤ **Manager HR & Administration**
Apr. 2013 to Jan. 2014

➤ **Manager HR & Administration**
Nov. 2010 to Apr. 2013

➤ **Projects Executive (Procurement & Compliance)**
June 2006 to Oct. 2010

➤ **Sr. Officer – Recruitment & Org. Dev.**
Dec. 1996 to June 2005

Aleph International,
(Textile & Safety Products)

Toyota Southern Motors
(Automotive)

Al-Hamd Int'l Container Terminal
(Off Dock Terminal)

AB Engineering (Pvt.) Limited
(Automotive)

Tapal Tea (Pvt.) Limited,
(FMCG)

Muller & Phipps Pak. (Pvt.) Limited,
(Logistics/Supply Chain)

Area of Expertise

Human Resource /IR /ER

Recruitment
Performance Management
Training & Development
Industrial Relations
Employees Relations
Payroll Management
Policies/SOP's Administration
Dealing with CBA/NIRC

Administration / Procurement

General Administration
Fleet Administration
House Keeping
Safety & Security Management
Facility Management
Construction/Renovation
Procurement/Vendor Management
Warehouse Administration

Job Responsibilities

Human Resource/Industrial or Employee Relations:

- Recruitment, Planning & Development, Annual Appraisal /Increment, Training and Development of Staff.
- Design and execution of HR, Administration, Supply Chain, Technical, Production and Procurement Standard Operating Procedures and Manuals.
- Performed HR Generalist Role.
- Preparation of job descriptions and key performance indicators for each position.
- Revamping of Organizational Structure.
- Performance Management. Preparation of evaluation statements, reports, charts & comparative statements for departmental needs as well as required by other departments or top Management.

Personal Information:

Address: House No. R-98, Sector R-1,
Near Masjid Abdul Aziz Noor,
Gulshan-e-Maymar, Karachi

Father's Name: Syed Liaquat Ali

CNIC No.: 42101-5813574-1

Date of Birth: April 2, 1976

Contact: 021-36832199

Passport No.: XM1795742 (13/09/2020)

NTN No.: 1269413-4

EOBI No.: 080-0E-130744 (06/06/2006)
040-0C-112736 (15/12/1996)

DL No.: CLA 1351772
(42101-5813574-1#511)

References:

Mr. Aqeel Ahmed Khan
Technical Manager
Allied Engineering
Contact No. 0300-8989114

Mr. Fida Ali Mirza
CEO / Executive Director
AB Eng. / AICT
Contact No. 0333-2141412

- Arrange to prepare leave record of all employees in all establishments of Organization. Maintain Employee's personal files & records; arrange to prepare Company Identity Cards of Employees
- Departmental business goals, Budgeting of Personnel & Admin. Department /Human Resource Division.
- EOBI, ESSI, CBA, NIRC, Labour Department, Legal advisors & consultants.
- Conflict Resolution, Employees Grievances. Perform and participate as Enquiry Officer and complainant as well in various enquiries on violation of rules & regulations, misconduct of employees.
- Payroll Management and disbursement. Attendance System.
- Group Hospitalization Insurance, Group life and Accidental Insurance Schemes.

Administration/Procurement:

- General Administration, Facility Management, Security Administration
- Designing and execution of Administration Manuals and SOP's.
- Compliance of Health Safety & Environmental ISO Standards.
- Development of Safety and environment Infrastructure. Identification of unsafe acts, conditions & hazards.
- Event Planning & Management.
- Janitorial and general Administration Work.
- Fleet Management, Vehicle purchasing, repairing & Maintenance. Travel Log Management, Tracking Systems, Insurance, Registration, Taxes, etc.
- Cafeteria services and entertainment facilities for staff. Event Management.
- Deal with local Government and Associations, e.g. CDGK, KDA, SITE, KATI, etc.
- Construction, Maintenance, renovation of the premises
- Prepare Agreements & correspondence with contractors and consultants.
- Maintain proper records of underway / completed projects. Lease and Contracts Management.
- Store/Warehouse Management, Inventory Management.
- Procurement Planning & Budgeting.
- Vendor evaluation, Pre-Qualification, Suppliers Assessment, Vendor Management, General Order Suppliers.
- Procurement of material, equipment's, machinery and office supplies, etc.
- Arrangement of material, equipment's, office supplies, etc. according to QCD.
- Hands on experience of Oracle related activities e.g. Requisitions, work/purchase orders capital expenditures, etc.
- Well versed with Oracle Supply Chain Module.
- Deal with General Order Suppliers or different super Stores (Metro Cash & Carry, Imtiaz, etc.) regarding supplies and purchases.

Achievements

Aleph International

- Completed Pre-Qualifications of Foreign Clients.
- Successfully organize and developed all Manuals and SOPs' for the Department of HR, Administration, Procurement, and Production according to International Standards.

AB Engineering (Pvt.) Ltd.

- Successfully build up Department of HR & Administration. Revamp Raw material and Finished goods Warehouses. Introduce Kaizen and Employee recognition System.
- Developed all Manuals, SOPs' & WIS for HR, Administration, Production and Warehouses.

Tapal Tea (Pvt.) Limited

- Consecutive appraised as exceed performer from 2008-2010.
- Introduce smart & intelligent tracking system and costing of Projects administrative tasks.
- Initiate Rehabilitation of Electrical Infrastructure, conducted survey and analysis of Head Office.
- Successfully look after Agriculture Farmhouse of CEO and get the highest sale in 2010 since last 30 years.

Muller & Phipps Pakistan (Pvt.) Limited

- Team member for in house development and launch of Oracle based HRM-IS.
- Successfully arrange and participate to reorganize Administration and Human Resources Departments.