

RASHID-UZ-ZAMAN

[rashiduzzaman1@gmail.com 0322-2446887]

Professional Experience:

Daewoo Pak Motors (Pvt.) Limited

Designation: **Deputy Manager (HR)**

Duration: **May 2013 to date**

Major Responsibilities:

- Managing routine Human Resource operations (Rec. & Select., Comp. & Ben., Appraisals Etc.)
- Serving as a HR leader to cultivate a unified and value based culture
- Attendance and Leaves Management
- New Employees Orientation and Training & Development including HSE Trainings
- Performing TNA's to determine root causes of performance issues and to maximize performance
- Facilitating ISO 9001:2000 Audits
- Maintaining relations with government departments such as EOBI and SESSI
- Assisting Management in Developing, reviewing, updating JD's, Policies & Procedures
- Complete Separation process including final settlement and exit interviews
- Handling Employee Database & Records (Both Hard and Soft Files)
- Developing Employee motivation and Employee Engagement programs to control Attrition and Retention Rates
- All HR Correspondence including offer letters and other documentation
- Succession planning & manpower inventory programs
- Maintaining internal and external equity

Axact (Pvt.) Limited

Duration: **February 2007 to April 2013 [06 years 02 months]**

Designation: **Senior Executive (Team Coordinator)**

Major Responsibilities:

- Research & Writing and Team Coordination
- Worked as HR Business Partner related to Content Production Department
- To provide efficient administrative support to HR department in complete recruitment and selection process
- Introducing innovative ideas and incorporating latest HR practices for enhancing organizational effectiveness
- Working on HRIS and ERP Portal for Departmental Recruiting, Benefits Administration, Train. & Dev.
- Performance Appraisal & Management, Jobs Reassigning and Coaching new staff
- Consultation and advisory services to management and employees
- Policy development and technical policy interpretation
- Coordinating with other departments (when needed).

DuTech (Pvt.) Limited

Duration: **April 2003 to December 2006 [3 yrs 8 months]**

Designation: **Secretary/HR Officer**

Responsibilities:

- Correspondence on organizational, national and international level with all stakeholders
- Facilitating and assisting the Plant manager in routine and emergency tasks
- Records keeping through filing, retrieval, storage, compilation, coding, updating.
- Analysis of breakdowns and maintaining plant preventive measures
- Responsible for the operations of the Production Department using Client Management System
- Facilitating the employees for ISO 9001:2000 Audits
- Developing different SOPs & creating and developing different policies
- Assisting Higher Management in Managing routine Human Resource operations
- Multi-tasking, and performing additional tasks assigned by the management
- Assisting Management in Developing, reviewing, updating JD's, Policies & procedures
- Handling Employee Database & Records (Both Hard and Soft Files)



Personality Statement

*"Seeking Virtuous
Earnings is a Prayer"*

Expertise:

- Interpersonal Skills
- Business Comm.
- Computer and IT
- MS Office, Windows
- Administrative Skills
- Decision Making
- Multi-Tasking
- Internet Searching
- CBA & Union Work
- ERP, HR Modules

Personal Information:

Father's Name:
Rafi-Uz-Zaman

Nationality:
Pakistani

Marital Status:
Married

Religion:
Islam

CNIC #:
42501-7852101-7

Languages:
English & Urdu

Academic Qualification:

Degree	Passing Year	From:
Masters in Public Administration	2010	University of Karachi
Bachelors of Arts (B.A.)	2004	University of Karachi
Intermediate (Pre-Engineering)	1998	Board of Intermediate Education, Karachi
Matric (Science)	1995	Board of Secondary Education, Karachi

Diplomas

Diploma	Passing Year	From:
Diploma in Entrepreneurship Development (06 months Post Graduate Diploma)	2013	Institute of Business Administration (IBA - Karachi)
Post Graduate Diploma in Public Administration (P.G.D.)	2009	University of Karachi
DAE-Mechanical (Equivalent to FSc)	2003	Sindh Board of Technical Education (Karachi)

Certificates

Certificates	Passing Year	From:
Computer Literacy Program (03 months course)	2004	ICT Pak. Steel Mills
Business Communication (06 months course)	2001	American Communication Council
ISO 2001:2000 (Internal Auditor Training)	2005	United Registrar of Systems (URS)
NCC (Camp Training)	1996	National Cadet Corps (Pak Army)

My Career & Education Timeline

Jul-99	DAE	Jun-003										
	Apr-003	DuTech	Dec-006	Feb-007	Axa				Apr.2013	Daewoo		
		B.A. (Pvt.)			PGD	MPA		IBA-EDP		May-13	Now	
		Aug-003	Dec-004		Jul-008	Jun-009	Jul-09	Jun-10	Nov-12	Apr-13		