

# UMAIR RAGHIB HUSSAIN

House No. R-327 Sector 15-A, Buffer Zone

Karachi, Pakistan

Cell: 0345-2695004/0322-3461347

Phone: 02134116641

[umair\\_raghib@hotmail.com](mailto:umair_raghib@hotmail.com)

[umairraghibhussain@gmail.com](mailto:umairraghibhussain@gmail.com)

Pass Port # HR6905961

Skype: umairraghibhussain



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## PROFESSIONAL OBJECTIVE

To join a reputable organization in order to develop myself to my highest potential so that I may contribute my maximum to the advancement and benefit of that institution and for the common good of all related people.

## EDUCATIONAL ACCOMPLISHMENT

Education	Institute	GPA/Grade/Div.	Completion
MBA(HR)	Virtual University of Pakistan	2.33 GPA	Mar 2013.
M.A (I.R). (Pvt.)	University of Karachi	2 <sup>nd</sup> Div/54 %	Nov 2008.
M.A (Mass Comm.)	Federal Urdu University, Karachi	1st Div/60 %	May 2008.
B.Com	University Of Karachi	2 <sup>nd</sup> Div/52 %	April 2005.

## PROFESSIONAL COURSE

Completed One Year Certification of Professional Manager in HRM from Pakistan Institute of Modern Sciences in 2014

## Experience

**Currently Working in Artistic Milliners (pvt) ltd as Manager HR from Feb 10, 2007.**

**Managing HR General & Operational Works.**

**HR General,**

Managing of Staffing, Training & Development, Compensation and Benefit, Payroll Management of 2000 workers, Performance Management, Record Keeping, Coordination with Top Management, Managing Employee Retention Plan, Making Policies on Invitation of Employees.

**Regular Affairs,**

Working on day-to-day affairs and Problems of 1600 Employees.

Contributing in making policies of H.R.

Assist Social Compliance and Admin Department

Managing of employees personal record..

## **H.R Operations**

### **Staffing**

Recruitment & Selection Planning (Hiring and Firing)  
Monitor the hiring of Labor and Hiring of Office Employees.  
Reporting of daily affairs i.e overtimes, hiring etc to Top Management.  
Clearing Full and Final Settle of Left Employees

### **Time Management System**

Managing Whole Time Management System of Company  
Implementation and Advancement in Human Resource Information System.(H.R.I.S)  
Controlling of Attendance and records.  
Managing Shifts employees on all Shifts of Company.

### **Payroll Management**

Managing all payroll activities like checking of payroll with attendance through H.R.I.S  
Working on controlling and adjustment of overtime of All Employees  
Bank Accounts dealing of Employees.  
Keeping Salary record of whole years

### **E.O.B.I and S.E.S.S.I**

Working on payment of All Employees contribution concern to E.O.B.I and S.E.S.S.I  
Managing Activities like card issuance, Payment through etc.  
New Electronic System of E.O.B.I  
Handling all type of cases concern to S.E.S.S.I and E.O.B.I  
Documentations of Payment of leaves through S.E.S.S.I  
Documentations of E.O.B.I and S.E.S.S.I cases

### **Leaves and Full & Final Settlement.**

Making the record of all sort of leaves such as Annual, Casual and Sick Leaves  
Work on Annual Leave Encashment.  
Full and Final Settlement of left employees (such as fired, resigned employees)  
Work on Gratuity and all payable dues of Employees.

### **Performance Management.**

Making Annual Progress Reports of Employees  
Reporting of Employee's Performance to the Top Management

### **Record Keeping**

Organize Record Keeping of All Employees  
Organize Electronic and Manual Records  
Keeping Records of all functions of HR.

## PROJECTS

- Discipline Maintenance Activities Dec 2013-Jan 2014
- Conducting Training Programs of Employees through Pak-Korean Garment Institute from Aug 2013-Dec 2013
- Employees Retention Planning Oct 2013-Nov 2013
- Technology Institute in from Oct 2013-Dec 2013,
- 5 “S” implementation in Company from Aug 2013-Sep 2013
- Invitation of Employees June 2013-July 2013
- Implementation of Succession Planning May 2013-Aug 2013
- Employees Satisfaction Program Jan 2012-July 2012,

## OTHER EXPERIENCE

Taught English Academic and Language in different institutions i.e City of Knowledge (Commerce)/Dehli English Learning Centre./Al-Raza Computer and Language Centre etc.

## INTERNSHIP

- Attended the Financial Reporting Internship Program of State Bank of Pakistan in April 2006 in which worked ,are as follows.
  - Completed the Project of “Comments and Analysis of Monetary Policy”
  - Worked on Financial Reporting of SBP
  - Reporting on Monetary Policy (Jan-June 2006) of SBP
  - Make the complete report on Monetary and Economics Policy of SBP

## COURSE ATTENDED

Six month “Advance English Language Course” from Dehli English Learning Centre from Mar 2004 to Sep 2004

## COMPUTER LITERACY

Six months course on “Office Automation” from Dynamic Technology, Karachi, from Mar 2001 to Sep 2001course Ms Office: Excel, Power point, Access, and Internet. Windows, Word,

## SEMINAR ATTENDED

“Right to Know” organized by Federal Urdu University in Arts Council Karachi on Aug 22 & 23, 2006. & “Freedom of Press” organized by Pakistan Federal Union of Journalist (PFUJ) In Press Club Karachi on May 17,2006.

## INTERESTS

Poetry, Listening Music & Surfing on Internet.

## REFERENCES

To be furnished on request.

## PERSONAL

Father's Name	Raghib Hussain
Date of Birth	Sep 19. 1983
Place of Birth	Karachi, Pakistan
N.I.C #	42201-0689596-5
Marital Status	Married