### Curriculum Vitae

# Syed Aqleem Hasan

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### *Objective*

To acquire a position as a team player for serving and flourishing the Organization in a mutually

beneficial manner and to become highly competent professional with the ability to cope with rapid

changes In the organization. To pursue a career in a reputable organization Where I can share my

knowledge and working experience and develop myself as a top professional.

### *Personal*

## Father’s Name **Syed Malik Hasan**

Marital Status **Married**

CNIC Number **42201-8394412-9**

### *Education*

## **Master Of Business Administration ( MBA HRM)**

## From Allama Iqbal University Islamabad

## **Bachelor Of Commerce (B.Com)**

## From University of Karachi

## **Higher Secondary Certificate (Intermediate)**

## From Board of Intermediate Education Karachi

## **Secondary School Certificate (Matriculation)**

## From Board of Secondary Education Karachi

### *Computer & Software Skills*

## MS Office consists with MS Word, MS Excel, MS Power Point, MS Access, Outlook with FMS (Fleet Management Software), Service Desk (Telecommunication Software), Radio Commander (Telecommunication Software) & Dac Easy (Accounting Software).

### *Experience*

**1)Agility Logistics (Pvt) Ltd**

***Working From December 2009 To Date***

***Working as Assistant Manager Admin & HR.***

### *Responsibilities*

* Looking after all assigned administrative matters in organization.
* Supervise Of Assistants, Office attendants, Electricians & Janitorial Staff.
* Monitoring House Keeping Cleaning In The Office.
* Monitoring & Controlling Of All Security Guards & Supervisors.
* Arrangement of Lunch / Refreshment For Office Staff & Guest.
* Monitoring Of Generator’s Fuel Consumption.
* Maintain The Record Of All Utility Bills And Rent Contracts Of The Organization.
* Maintain And Control Of Kitchen Glossary For Entertainment of Office Staff / Guest And Stationary As Well For Utilization In Office Used.
* Operating the Operations & Non Operations Petty Cash Expense.
* Controlling Petty Cash Expense Of Rs. 100,000/- Per Month.
* Arrangement Of Travel Accommodation With Tickets For Management & Staff As Well.
* Process Payment Requisition Of Vendor’s Bills From Finance.
* Process Required Items From Procurement By E-forms Online System.
* Manage To Every Event Management & Annual Function To The Office.
* Organize Cricket Tournament To The Office.
* Process Travel Expense Payment Of Employee From Finance.
* Working in Fleet Management Software (FMS) With Induction Of The Drivers In Software.
* Arrange Conduct Interview Of Candidates When Any Position Vacant With Department Head.
* After Interviews Of Candidates Proper Hiring & Recruitment Process To Selected Candidate.
* Prepare Causal Staff Salaries With There Attendance By Biometric System.
* Prepare Permanent Staff Attendance By Biometric System.
* Prepare 200 Drivers Salaries By Software With There Attendance.
* Maintaining HR Related Records Of Employee’s By E-forms Like Interview Evaluation Of Each Candidates, Employee Requisition Form Of Vacant Position, Monthly Leave Record Of All Employee, Probation Clearance Of Employee, Incentive & Fuel Allowance & Exit Interview Of Employee.
* Responsible For All Administrative & HR Functions, Including Procurement, Security, Maintenance Of Vehicle, Transportation, House Keeping, Event Management As Well As Civil Construction Works & Public Relations With Recruitment Process.

**2)Sindh Public Procurement Regulatory Authority ( SPPRA )**

***Worked From July 2008 To November 2009***

***Worked as Assistant Manager Admin & Accounts.***

### *Responsibilities*

### Prepare Employee Salaries From Finance Department Of Sindh Secretariat.

### Handling / Controlling Petty Cash Expense As Per Required Accessories.

### Maintain Records Of Office Staff Attendance To The Staff On Daily Basis.

### Process the payments of Medical bills of employee.

### Proper Handling To Store Inventory.

### Proper Record Keeping Of Stock Register.

### Maintain The Vehicles Log Book Register.

### Supervise Of Office Boys, Electricians, Security guards & Janitorial Staff.

**3)Nokia Siemens Network (Telenor Project)**

***Worked From March 2005 To June 2008***

***Worked as Administrative & Logistics Officer.***

***Responsibilities***

* Maintain & Control Of Spares Parts for Telenor Sites Inventory In Store & Warehouse As Well As For Operations & Maintenance Department.
* Send Each Faulty Spares Parts To Germany For Repairing From Store & Warehouse.
* Proper Follow Up Of Each Faulty Spares Parts With Submission Of Faulty Report.
* Prepare Each Faulty Report Of Spares Parts.
* Follow Up Tracking Sheet Of Each Faulty Spares Part From Warehouse & Germany.
* Email Correspondence with Siemens Germany & Warehouse Regarding The Issuance Of Spares Parts For Telenor Sites.
* Operating Service Desk Software (alarm monitoring Of Spare Parts To The Telenor Sites).
* Operating Radio Commander Software (Monitoring & Removing The Alarm Of All Over Site Of Pakistan Through This Software).
* Maintain The Department Employee’s Record (Employee Cards, Medical Cards & As Well As Reimbursement Of Medical & Fuel Bills etc From Finance).

### Responsible For Requirement Of Spares Parts Of Telenor Sites To All Pakistan Regional Teams.

### On Call Meeting Arrangement With Regional Manager In Every Month End To Performance Of Staff & Next Goal Of Each & Every Employee Of The Department.

**4)Daily Business Recorder (News Paper)**

***Worked From April 2000 To February 2005***

***Worked as Assistant Accountant.***

### *Responsibilities*

### Operating Dac Easy (Accounting Software) To Maintain The Ledger.

### Prepare Balance Sheet By Software.

* Prepare Office Staff Salaries and Wages of Labors.
* Daily Invoicing Of All banks Cheque Book.
* Prepare Cash, Bank Voucher & JV etc.
* Prepare Income Tax Returns of Vendors On Quarterly Basis.
* Prepare SESSI & EOBI Contribution To Office Staff, Technical Staff & Labors.
* Maintain The Record Of General Ledger To Vendor / Clients By Manually.
* Cash Reconciliation From Bank.
* Proper Record keeping Of All Documents.
* Correspondence With Banks & Clients.

**5)Hussain & Co (Chartered Accountant Firm)**

***Worked From February 1999 To March 2000***

***Worked as Office Assistant.***

***Responsibilities***

* Maintain The All Record of Books, Magazines & News Papers For Office Library.
* Maintain The Articles Of News Papers.
* Maintain The Official Documentation.
* Correspondence With Clients To Arrange The Meeting With Department Managers.

### *Personal Qualities*

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* Ability To Adapt Easily To A New Environment.
* Communication Skills.
* Team Player Skills.
* Leadership Skills.
* Initiative Skills.
* Management & Organizational Skills.
* Ability To Handle Pressure Skills.
* Flexibility Skills.
* Willing To Learn Skills.
* Self-motivated Skills.

### *Reference*

* May Be Furnished On Your Request