**SYED ISRAR HUSSAIN**

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**Phone:** 0346-3298336, 021-34690597(H)

**Date of Birth:** 27th Sep, 1988, **CNIC #** 42501-1042734-1

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*A management professional with a master’s degree in Human Resource Management possessing extensive aptitude for Business Planning, Human Capital Management and seeking a challenging position in a dynamic organization to contribute towards the success of the organization and personal growth.*

**Professional Experience**

**1. Lucky Group of Companies (Textile Sector). Nov 2014 – till now.**

**Executive HR**

1. Manage and participates in the entire recruitment & selection process to select the most suitable internal/external candidates for all level positions.
2. Manage all staff/workers movement, attrition and vacancies and ensure vacancies are filled within stipulated time using the most effective and cost efficient method and sources.
3. Maintain and prepare HR records/letters and update personal files regularly, with status of the employee e.g. Invitation, Offer, Probation, Confirmation, Promotion and experience certificate.
4. Conducting employee orientation and facilitating newcomers joining formalities.
5. Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers.
6. Preparing and processing timely distribution of salary, bonus, increment, salary slip, and full and final settlements.
7. Improved ERP system for fastening the process of payroll management.
8. Implementing and administering Performance Management Processes as per the company policy.
9. Maintaining Employee Engagement Services Unit to engage and retain employees through appreciation and involved them in learning & developmental activities.
10. Prepared training plan, coordination with the Learning & Development Unit & maintain records accordingly as per the training need identified from any department.
11. Handled employee grievances with Open-door policy by creating help desks and proposed appropriate strategies to resolve the issues after addressing them.
12. Carry out disciplinary proceedings in compliance with policy and applicable laws.
13. Manage letter of explanation, warnings, charge sheet, inquiry, and terminations/dismissal.

**2. YKK Pakistan (Pvt) Ltd. Oct 2012- Nov 2014. (Japanese Multinational Company)**

**Executive HR & GA**

1. To assist in recruitment and selection process.(job posting, Short listing, Plan Interviews, Interview calls)
2. Orientation of new hired employees.
3. To prepare Letters of all type Offer, Confirmation, Invitation, Warning, Show cause & Explanations
4. To maintain personnel files and update files regularly, with status of the employee e.g. Confirmed, Probationary, Promoted
5. Assist in preparing and updating SOPs and HR manual.
6. To assist in maintaining payroll and Leave record of all employees on monthly basis.
7. To maintain outpatients medical claim forms.
8. To maintain attendance and prepare salary of contract labor.
9. To prepare all documentation related to IMS.
10. Performance Appraisal reports and tabulation of data.
11. Prepare yearly training plan, coordination with the training consultants & maintain records accordingly as per the training need identified from any department.
12. Provide backup support and assistance to other administrative support staff.
13. To plan, organize, manage communication of internal events.
14. To maintain and update Circular/Notice Board on weekly basis.
15. To prepare Monthly Manpower Report of YKK Pakistan.
16. Maintaining of the Personnel Statistics of every month & Turn over report send to YHA Singapore.

**4. Global-link Information Services, Karachi July 2011 – August 2011**

**Internee**

At this position, my duties included the following:

1. Observing Business Procedure
2. Studying about book publishers / authors
3. Customer services
4. Operations department

**Theoretical Experience**

1. **Research report on Factor determining for job satisfaction of employees as per requirement of MPA (HRM) degree.**
2. **Research Dissertation on Employee lack of motivation and its effects on quality of education in University of Karachi, as per requirement of MPA (HRM) degree.**

**Education**

* **MPhil (Management Sciences)**

2014-2016 Institute of Business & Technology,

Recognized by HEC, Karachi, Pakistan.

* **MPA (HRM)**

2009-2011 Department of Public Administration,

University of Karachi, Pakistan.

* **BS (Hons)**

2006-2008 Department of Economics,

University of Karachi, Pakistan.

* **HSSC**

2004-2006 Liaquate Government Degree Collage, Karachi, Pakistan

* **SSC**

2002-2004 Government Boys School Malir, Karachi, Pakistan

**Professional Training / Certification Attended**

1. Poka-Yoke & Kaizen Methods (1 Day) organized by NPO (National Productivity Organization) Ministries of Industries Government of Pakistan.

<http://www.npo.gov.pk/>

1. Incident / Accident Report, Investigation Techniques & Tripod Analysis (Condensed Version) conducted by BARLAS HSE SOLUTIONS & CSR consultancy services.
2. Brand You Workshop, Brand Management Approach to Personal Excellence (1 Day) organized by Department of Public Administration, University of Karachi.
3. Post Graduate Diploma In Management Information Services (1 year program) organized by Department of Information Technology, University of Karachi.
4. Computer Information Technology Course (6 month) certificated by Sindh Board of Technical Education, Karachi, Pakistan
5. Computer Hardware & Networking Course (6 month) certificated by Sindh Board of Technical Education, Karachi, Pakistan

**Personal Qualities**

**A- PROFESSIONALISM**

* I have sound understanding of the issues, theories and concepts relevant to business management.
* I have an analytical mind and have the ability to identify problems and find solutions.
* I have the ability to work under tight schedules and meet deadlines.
* I am a committed worker and enjoy the challenges thrown up by my professional responsibilities.
* I have a profound respect for the principles of equality, respect diversity and professionalism.

**B- PLANNING ABILITY**

* I have the ability to prioritize problems, find solutions and plan my own work.
* I understand the benefits of participative management style and have strong commitment to the idea of team building for enhancing outputs.

1. **COMMUNICATION AND INTERPERSONAL SKILLS**
   * Effective and efficient report writing/drafting skills, Oral Communication Skills, and Listening skills in
2. English
3. Urdu
   * I am aware that respect for cultural diversity and sensitivity for gender issues are among the essential tools for effective interpersonal communication within as well as across organizational boundaries.
   * I have published many articles in different newspapers on social and educational problems and issues.

**D- COMPUTER SKILLS AND PRESENTATION SKILLS**

* Ihave a good understanding of Microsoft Office and can effectively use MS Word, MS Power Point, MS Excel and the Internet.
* I have the confidence as well as ability to make good presentations.