**Syed Wahaj Hussain**

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**Summary:**

I am currently working with Novartis Pharma Pakistan Ltd., were I have gained an experience of around 2 years. I started my career with Novartis – a multinational company, were I earned an experience in Human Resource Department. NPPL has considered me to get involve with HR management function’s by giving me the position of HR Officer. Working with such a great organization gives me an immense pleasure to learn and enhance my expertise in Recruitment, Selection, Performance Management, Orientation, Learning & Development. However my responsibilities here are mentioned below.  
  
On the education front, I have studied MAS (HRM) from Karachi University. My diverse knowledge and background allow me to be a flexible and dynamic professional, who can deal with complex HR problems. I have exceptional interpersonal and communication skills which can be helpful to meet the current challenges of HRM.

**HR Officer – Sandoz Division**

[**Novartis Pharma Pakistan Ltd**.](https://www.linkedin.com/company/852697?trk=prof-exp-company-name) Sandoz_Logo_Endorsement_4c_M

September 2013 – Present (2 years) – Karachi

Receive employee documents and make sure all document are completed as per hiring policy.  
Update and maintain employee record in master data.  
Prepare Appointment, Intent, Promotion, Transfer, Increment, Confirmation, Termination Letters, etc…

Review all HR related letters before issuance to employee.

Ensure all employment documents are complete and filed.

Ensure smooth medical examination of selected candidate(s).  
Responsible for confirmation processes of Management and Non Management staff.

Play a role in activities of contractual staff (Hiring, contracts extension/renewal).

Assist in process of all types of loan / advance as per policy and ensure original copy of final documents must be filed in employee personal file.

Prepare warning letters and issue to relevant person.

Ensure timely processing of payroll, final settlements and disbursement.

Conducting their exit interviews & prepare summary.

Prepare Daily and Monthly Sales report for sales managers.

Prepare employee sales progression and territory potential (DASHBOARD) at the end of each month.

Prepare monthly report of incentives and employee of the month award.

Coordinate with Sales Managers and ensure all hiring are done timely of vacant positions.  
Use various channels to get CVs’ of the desired position.  
Short-list of CVs’ for different positions of Management, Non Management, Technical and Non Technical Staff.

Conduct assessment tests and arrange Interview sessions of potential candidate with HR Manager.

Conduct surveys of Evaluation forms and report to HR Manager about preparing annual training plan.  
Maintain and update Organization’s Chart (of Entire Organization).

**ACADEMIC QUALIFICATIONS:**

***Degree Institute Year Grade/Div***

Masters in Administrative Sciences University of Karachi 2011-12 3.0

(MAS) - HRM

Post Graduate Diploma in University of Karachi 2010-11 3.0

Public Administration (PGDPA)

Bachelors in Commerce (B.COM) University of Karachi 2006-08 2nd

Intermediate (HSC) Govt. Degree College, 2004-05 2nd

Gulshan-e-Iqbal

Matriculation (SSC) New Generation Grammar 2002-03 A

School