



SYED KUMAIL ABBAS

HR & PAYROLL OFFICER

CONTACT

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📍 Plot # SC-10, Flat # B-16, 3rd
Floor, Abuzar Appartment,
North Nazimabad, Karachi

EDUCATION

B.COM

- University of Karachi

INTERMEDIATE

- Board of Intermediate
Education, Karachi

MATRICULATION

- St. Lawrence Grammar School

CERTIFICATIONS & TRAININGS

- HACCP (Airport Hotel PIA)
- Microsoft Excel (Basic to
Intermediate) – HBL Learning
- Communication Skills / Email
Writing – HBL Learning
- Fire Safety & Emergency
Evacuation – FPAP
- First Aid Training – HBL
Learning

PROFILE

Highly motivated and results-driven professional with extensive experience in restaurant management, operations, HR, and IT support. Seeking a challenging role in a dynamic organization where I can leverage my expertise in team leadership, process optimization, and employee management to drive business growth and operational excellence.

WORK EXPERIENCE

- **HR & Payroll Officer** 10/2024 - PRESENT
Winklin IT Development and Consulting
 - Managed end-to-end payroll processing for all staff.
 - Coordinated recruitment processes, including job postings and candidate shortlisting.
 - Conducted interviews and assisted in staff hiring and onboarding.
 - Managed employee records, attendance, and HR documentation.
 - Provided IT help desk support for staff-related technical issues.
 - Ensured compliance with company policies and labor regulations.
- **Project Manager** 03/2023 – 09/2024
Al-Halvi Restaurant, Al-Khoud Souq, Muscat, Oman
 - Developed and planned restaurant menus to enhance customer satisfaction.
 - Managed procurement and inventory to ensure cost-effective operations.
 - Supervised interior design and décor implementation.
 - Executed marketing campaigns and promotions to boost sales.
 - Monitored customer feedback and implemented service improvements.
 - Ensured compliance with health, safety, and financial regulations.
- **Cafe Incharge / Assistant Food & Beverage Operations** 2021 – 2023
PIA, Airport Hotel Karachi, Pakistan
 - Oversaw daily cafe operations and ensured workflow efficiency.
 - Trained and supervised staff for high-quality customer service.
 - Assisted in menu planning, pricing strategies, and promotions.
 - Managed barista staff to maintain product quality and consistency.
 - Handled cash transactions and financial reconciliation.

SKILLS

- Team Leadership
- Project Management
- Staff Training
- Payroll Management
- Recruitment Coordination
- Customer Relations
- Event Planning
- Inventory Control
- Process Optimization
- Data Analysis
- Financial Management
- Problem Solving
- Communication Skills
- Time Management
- Quality Assurance

KEY ACHIEVEMENTS

- Launched new menu items, increasing sales by 20%.
- Streamlined cafe operations, improving service efficiency by 15%.
- Organized 100+ events on-time and within budget.
- Maintained 100% data entry accuracy, supporting audits.
- Recovered over 90% of outstanding debts.
- Minimized technical errors in broadcast operations.
- Supported production projects, ensuring timely delivery.
- Implemented efficient HR and payroll processes.
- Resolved IT issues promptly, improving employee productivity.

LANGUAGES

- English
- Urdu

Restaurant Manager / Event Manager

2019 – 2021

Food Hut Restaurant Catering & Event Planning, Karachi, Pakistan

- Supervised restaurant operations and staff management.
- Managed inventory and vendor relationships for cost control.
- Planned and executed weddings, corporate events, and social gatherings.
- Oversaw event budgets and contract negotiations.
- Coordinated logistics for seamless event execution.
- Ensured customer satisfaction and service quality.

Data Entry Officer – Global Operations (COPC) Department

2013 – 2019

Habib Bank, Karachi, Pakistan

- Accurately entered and updated customer and financial data.
- Verified data for completeness and adherence to quality standards.
- Maintained organized records and document management systems.
- Followed SOPs for data entry and banking operations.
- Supported departmental reporting and audits.
- Assisted in troubleshooting data discrepancies.

Collection Officer

2011 – 2013

MCB Bank, Karachi, Pakistan

- Contacted customers to recover outstanding debts.
- Assessed repayment capacity and devised recovery plans.
- Maintained accurate collection records.
- Provided timely reports to management.
- Ensured compliance with banking and regulatory policies.
- Updated knowledge of rules for effective debt recovery.

Insurance Claim Advisor

2007 – 2010

Deejays Car Clinic, Auto Showroom Karachi, Pakistan

- Assisted clients in filing insurance claims for car repairs.
- Reviewed and assessed insurance claim validity.
- Coordinated with insurance companies for claim approval.
- Prepared repair cost estimates for submissions.
- Maintained client records and documentation.
- Ensured timely resolution of claims and customer satisfaction.

Assistant Transmission Controller

2005 – 2006

FM 107 Radio

- Monitored and troubleshooted broadcast transmissions.
- Maintained accurate transmission logs.
- Ensured regulatory compliance.
- Assisted technical teams in operations.
- Implemented quality control measures.
- Supported daily broadcast reporting.

Trainee – Direction / Production

2004 – 2005

Five River Production House / ARY Digital Network

- Assisted in production planning and coordination.
- Supported direction and filming activities.
- Maintained production schedules.
- Coordinated with production teams.
- Prepared reports on daily activities.