

Syed Saboor Hussain

Address

Permanent Location : Flat # B-30, Hoor Palace, Gulshan-e-Iqbal, Block-11, Karachi.

Contact

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Profile

Name Syed Saboor Hussain
Father's Name Syed Isar Hussain
CNIC No 42201-5699943-5
Marital Status Un-Married
Nationality Pakistani
Date of Birth November 18, 1995
Religion Islam
Res. Phone No. 021-34028097

Objective

To be a part of dynamic and reputable establishment that provides challenging working environment and opportunities, where I can groom myself as a Professional.

Key Skills

A dynamic, challenging and highly motivated person along with a good proficiency and familiarity with vast array of teaching methodology and teaching techniques.

Punctual and Professional

Faster and **Quicker**
adaptability

Good **Communication**
and **interpersonal** skills

Analytical abilities

Academic Qualification

- Completed Masters in Administrative Sciences with "Human Resource Management" as major from Department of Public Administration, University of Karachi.
- Completed B.Sc. Hons. in Statistics from University of Karachi.
- Completed H.S.C. from Karachi Board (Government Degree Science and Commerce College, Gulshan-e-Iqbal).
- Completed S.S.C. from Karachi Board (Fazaia Degree College, Faisal).

Knowledge of Computers:

- Microsoft Windows
- Microsoft Office
- SPSS

Work Experience

- Currently working as **Admin Manager** in the **Institute of Historical and Social Research (IHSR)** since January 2019.
Key Responsibilities:
 - Dealing with Financial Matter of the institute including, but not limited to, yearly budget, vendor payments, staff salaries, event and conference budgets, and petty cash.
 - Transact business with the book publishers as well as the book distributors.
 - Managing the office and its staff along with maintaining their attendance schedules.
 - Organising myriad events including, but not limited to, conferences, seminars, webinars, and book launches.
 - Handling book distributions.
 - Managing the official Social Networking Websites of IHSR.
 - Transact business with the researchers and managing their payments.
- Achievements:**
 - Being the team lead since the establishment of the institute.
 - Nurtured and provided support in the early days.
 - Successfully organised 01 International Conferences, 06 National Conferences, 03 Seminars, 02 Book Inaugurations, 03 Ted Talks, and 02 Webinars.

- Successfully completed internship at **Fakt Exhibition PVT. LTD.** from January 2018 to February 2018.
Key Responsibility:
 - Data collection of all the exhibitors across the country
 - Analysing it and converting it into tangible format.
- Successfully completed internship at **Finja PVT. LTD.** from July 2017 to August 2017.
Key Responsibility:
 - Supporting assistance in the marketing and sale of SimSim Pakistan (Finja's new product)
- Successfully completed internship at **Sindh Bank PVT. LTD.** from February 2017 to April 2017.
Key Responsibility:
 - Assisting in all the departments of Branch Banking such as Account Opening, Cash Clearing, Cash Handling, Operations and Dormant Accounts Enquiry.

- **Construction Companies of Pakistan** – research on all the construction companies working in Pakistan.
- **Importance of Quality Control in an Organization** – testing the benefits of the QC department in organizations.

Summary of skills

- Creative with Innovative Ideas.
- Commendable Problem Solving Skills.
- Ability to lead and to take-up initiative, proactive and self-starting.
- Strong Research and Implementation Skills.
- Analytical and Research.
- Ability to learn more than what is known quickly.
- CAN DO!!! Attitude.

Events Organised

- What Should Pakistan's India Policy Be?
- Supremacy of the Constitution
- Enlightenment and its Discontent
- Baluchistan: Underdevelopment, Potential and Challenges
- The New NFC Award: Issues and Challenges
- Present Economic Crisis and the Budget 2019-2020

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| <ul style="list-style-type: none">• Celebrating Dr. Mubarak Ali – The People’s Historian (International Conference) |
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Activities and Interests
<ul style="list-style-type: none">• Reading Books, Research Papers and Journals• Internet Researching
References
References and details can be furnished on demand