

SYED HADI HASSAN JAFFRI

Address: Flat no C-3, Rays Corner, block N north Nazimabad, Karachi.

Phone # 0315-2448866

E-mail: jaffrihadi1@gmail.com

OBJECTIVE:

A burning desire to prove myself ignites me and I wanted to be in limelight and pursue my future in a dynamic organization, from where I can gain maximum level to knowledge, and further enhancement, with the best of my acquaintance & potential.

EDUCATIONAL QUALIFICATION:

- **Matriculation** (Science Group) from **Board of Secondary Education Karachi**.
- **Intermediate** (Pre-Engineering) from **Board of Intermediate Education Karachi**.
- **Bachelor's** in **Aviation Management** from **Pakistan Air Force-Karachi Institute of Economics and Technology**.

Majors:	GPA
Human Resource Management	3.5
Marketing Management	3.5
Logistics & Supply Chain Management	3.0
Enterprise Resource Planning	3.5
Business & Aviation law	3.5
Management Of Air Cargo	4.0

- Currently working as, a **Technical Recruiter** at **Winklin, HBL vendor**.

Responsibilities:

- ✓ Maintain employee's record.
 - ✓ Conduct hiring processes for technical roles, including software engineers.
 - ✓ Collaborate closely with bank team leads to understand their staffing needs.
 - ✓ Create & implement policies.
 - ✓ Plan & conduct recruitment & selection process (interviews, screening, calls etc).
 - ✓ Coordinate for training execution.
 - ✓ Pre & Post training evaluation.
 - ✓ Conduct appraisals.
 - ✓ Design KPI's.
 - ✓ Plan corporate events.
 - ✓ Oversees day-to-day HR operations.
- Worked as an **HR Manager** at **Fast B Digitals Pakistan**.

Responsibilities:

- ✓ Maintain employee's record.
- ✓ Create & implement policies.
- ✓ Determining selection criteria, hiring profiles & job requirements for vacant positions.
- ✓ Plan & conduct recruitment & selection process (interviews, screening, calls etc).
- ✓ Coordinate for training execution.
- ✓ Pre & Post training evaluation.
- ✓ Conduct appraisals.
- ✓ Design KPI's.
- ✓ Plan corporate events.
- ✓ Oversees day-to-day HR operations.
- ✓ Ensures a safe & secure work environment.
- ✓ Monitoring and controlling expenses and budgets.
- ✓ Monitoring performance and initiating action to strengthen results.

- 2 Years working experience as an **Assistant Managing Director** at **Happy Quest Tours (Pvt) Ltd.**

Responsibilities:

- ✓ Plan, execute events and suggest best possible options to clients.
- ✓ Plan corporate events and assign task to all departments.
- ✓ Negotiate with vendors.
- ✓ Plan itineraries.
- ✓ Finalize tours.
- ✓ Arrange necessary arrangements in order to accomplish successful events.
- ✓ Maintains staff by recruiting, selecting, orienting of employees.
- ✓ Communicating, on behalf of the company, with shareholders.
- ✓ Oversees day-to-day operations.
- ✓ Ensures a safe & secure work environment.
- ✓ Set goals and targets.
- ✓ Looks to the future for change opportunities.
- ✓ Create strategies.
- ✓ Implement strategies.
- ✓ Implement new business plans.
- ✓ Monitoring performance and initiating action to strengthen results.
- ✓ Monitoring and controlling expenses and budgets.
- ✓ Maintain records.
- ✓ Manage accounts.
- ✓ Create strategies.
- ✓ Close corporates deals.
- ✓ Accomplishes department objectives by managing staff; planning and evaluating activities.
- ✓ Ensures a safe & secure work environment.
- ✓ Contributes to team effort by accomplishing related results as needed

- 1-year experience as a **Supervisor** at **State Life Employees Co-operative Housing Society.**

Responsibilities:

- ✓ Managing workflow.
- ✓ Manage staff.
- ✓ Assign task among employees as per senior management order.
- ✓ Reporting to senior management.
- ✓ Evaluate employee's performance and providing feedback.
- ✓ Manage accounts.
- ✓ Helping to resolve employee issues.
- ✓ Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- ✓ Accomplished goals set by senior management.
- ✓ Maintain records.

- ✓ Handle customers.
- 1-year experience as a **Supervisor** at **Oxford Collegiate**.

Responsibilities:

- ✓ Managing workflow.
- ✓ Manage staff & teachers.
- ✓ Assign classrooms to each teacher.
- ✓ Manage receptionist related work.
- ✓ Manage day to day operations.
- ✓ Manage accounts.
- ✓ Maintain fees & other expense records.
- ✓ Reporting to senior management.
- ✓ Evaluate teacher's performance and providing feedback.
- ✓ Helping to resolve employee, students & teacher's issues.
- ✓ Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- ✓ Accomplished goals set by senior management.

SKILLS

- Effective Event Planning.
- Negotiating Skills.
- Leadership.
- Self-motivated.
- Quick learner.
- Interpersonal Skills
- Computer Skills
- Good communications skills.
- Ability to deal with people.
- Problem solving ability.
- Photography & Video graphing.

PERSONAL INFORMATION

Father's Name:	Syed Akhter Hussain
Nationality	Pakistani
Date of Birth	10-10-1998
Religion	Islam
Marital Status	Single
Domicile	Sindh

LANGUAGE

- English, Urdu.

HOBBY

- Traveler.
- Technology.
- Photography.
- Reading.
- Internet Suffering.

REFERENCE

- Kashan Zaheer, Human Resource Manager, Universal Packaging (pvt) Ltd, kashan@upco.pk, 0300-0881172.