

Izhar Hussain

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About

Individual that play's a crucial role in ensuring the smooth functioning of the organization. to create a positive work environment, manage resources efficiently, and ensure compliance with legal and regulatory requirements!

Academic Qualification

2016	Diploma MS Office	
2014	B.S. Hon's Commerce	Finance (specialization)
2008	HSSC	GDC
2006	SSC	GBSS

Experience

SENIOR EXECUTIVE – Admin **PCI Automotive Pvt. Ltd.**

Jan'21 – Till Date

- SAP S4/Hana - Power User
- Implementation of strategy and plans pertaining to administrative operation
- Expertise in policies and procedures
- Cost-effective measures for administrative operations within the allocated budget.
- Accomplish complaints on time
- Vendor management
- Event management
- Catering, transport, security, communication, janitorial
- Monthly payroll processing
- Insurance database and claims
- Exit interviews
- Kitchen hygiene supplies and maintaining records
- Supervision of security, FDO, housekeeping, transport, Plumbing & electrical needs
- Processing invoice
- Inventory management



EXECUTIVE – HR & Admin **Jumani Group of Companies**

Mar'20 – Jan'21

- To implement the given company's policies and follow the procedures.
- Assisting HODs in managing the human recourse function.
- Responsible for recruitment cycle (advertisement to offer letter)
- Payroll preparation, processing and disbursement.

- F&F processing
- EOBI and SESSI
- Orientation for new inducts.
- Advance salary/loan request
- Insurance management
- Draft SOPs formats/annexures for routine HR operations.
- ID cards of employees
- HR projects meetings, training and surveys etc.
- Fuel analysis
- Vehicles logs and record of services for repair and maintenance
- Stationery & kitchen supplies
- Petty cash management



EXECUTIVE – HR & Admin
Alsons Industries (PVT.) Ltd.

Aug'16 – Mar'20

- Admin operations
- HSE activities
- Attendance, leaves and absent report
- Transport, gate pass and visitor logbook
- Insurance management
- Salary processing with team finance integration
- Arrangement of uniforms, PPEs, stationary etc.
- Maintain of co-vehicle fleet.
- Management of PSO fleet cards
- Schedule training plan (Internal & External)
- SSEI & EOBI payments
- Event management
- Security, Housekeeping and canteen supervision
- Handling emergency (Injurers etc.)
- To arrange staff transportation and maintenance pool car



Professional Trainings

- Six-week Internship - N.B.P Bank
- Management of creative service
- Management system analysis
- Material handling & warehousing
- Different development purpose
- Lecture and workshop
- Internship in 2015 at Alsons Industries as an Account Officer