

# Samina Qazi

Contact: +92333-3416093

Email: [saminaqazi25@gmail.com](mailto:saminaqazi25@gmail.com)

Profile: [www.linkedin.com/in/samina-qazi/](http://www.linkedin.com/in/samina-qazi/)



## CAREER OBJECTIVE:

A conscientious professional 10 years of experience with commitment and devoted services in the field of management, administration, coordination, academia and social mobilization. A passion for delivery of top class service as desired and mindset of Organization. A superb attention to detailed and caring attitude. A dependable character, self-starter and respected manager with discretion, loyalty and personal responsibility. Now targeting to excel the career in challenging and promising organization.

## CAREER PROFILE/SKILLS:

- Human Resources Generalist
- Management Training & Development
- Leadership Development & Assessment
- Job Task Analysis
- Organizational Development
- Management & Coordination
- Budgeting and financial Decisions
- Compensation & benefits
- Implementing Procedures and policies reform
- Curriculum Design, Development, Analysis & Research

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Toyota Point Motors  
Automobile company  
**Tenure:** Mar 2018- Till Date  
**Designation:** Manager HR  
**Responsibilities:**



- Plan and coordinate an organization's workforce to best use employees' talents
- Training & Development
- Leave management
- Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures
- Oversee and manage a performance appraisal system that drives high performance for that reason we are working for activities of every department such as Sales, Admin, Parts, Services and other departments.
- Payroll Management
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues after proper check & balance such as after approval of every requisition
- Link an organization's management with its employees
- Developing and administering human resources plans and procedures that relate to company personnel

- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems
- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

**Achievement:**

- Best Trainer Award for trainings on professional Ethics, Conflict Management, Holistic Safety, Soft skills etc.
- Best Event organizer
- Employee attendance award

**Organization:**

**SZABIST ZABTech (ITVE)**

Technical Vocational Educational SYstem

**Tenure:**

May 2015-May 2017

**Designation:**

**Principal / HR Head / QEC Head**



**Responsibilities:**

- To ensure smooth and efficient running of institute
- To steer the campaign for admissions
- To Reruit, Planning, organizing, and controlling the activities and actions of the HR department
- To conduct seminars & meeting for parents and students and to introduce SZABIST ZABTech (iTVE) System
- To plan the courses and their academic calendar.
- To manage the academic discipline of the SZABIST ZABTech (iTVE)
- To supervise admission process
- To monitor academic standards
- To execute ZABTech Desk System smoothly and efficiently
- To device and enforce evaluation system at the end of each course
- To launch the marketing events to introduce the alumni to job market

- To supervise the financial affairs of the SZABIST ZABTech (iTVE)
- To prepare monthly, quarterly, annually academic and financial reports
- To organize monthly academic meeting with the faculty and get feedback
- To organize social events for students to participate and prove their creative skills
- To prepare events held at campus in writing to the directorate
- To ensure quality of teaching deduction of drop out ratio of students.
- To organize award ceremony every year for pass out students
- To support the selection process of Academic staff
- To act as Secretary to Management Committee
- Any other duty assigned by Director, SZABIST ZABTech (iTVE) from time to time.

#### Achievements:

- Certificate of Appreciation by District Government for the brilliant work for youth development
- Certificate of appreciation by District Government for working beyond expectation for the services in vicinity of district

**Organization:** **Excellence Education System**  
(Educational System for Preprimary to Higher secondary Education)  
**Tenure:** July 2013 – April 2015  
**Designation:** **Principal**



#### Responsibilities:

- Principal had to administer student's personnel program from primary to college sections and counsels disciplines students, performing any combination of following tasks.
- Formulate student personnel policies like code of ethics
- Plan to supervise school students activity programs
- Monitoring of securities of school and coordinates teacher supervision of areas
- Maintain record of all teachers and students
- Admission campaign/
- Recruitment process
- Teachers evaluation
- Teachers trainings
- Arranging PTM with conuselling

**Organization:** **The Educators ( A Beacon House System)**  
(Educational System for Preprimary to Higher secondary Education)  
**Tenure:** Aug 2012 – June 2013  
**Designation:** **Principal**



**Organization:** **Hayat Girls Higher Scondaey School**  
(Educational System for Preprimary to Higher secondary Education)  
**Tenure:** April 2010 – Aug 2012  
**Designation:** **Vice Principal**



**Organization:** **NUML University**  
**Tenure:** Feb 2011- 2016  
**Designation:** **Visiting Faculty (Part Time)**



## ACADEMIC EDUCATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
MBA HR	Allama Iqbal OpenUniversity	2012
Master's in Education (M.Ed)	University of Sindh Jamshoro, Sindh Pakistan	2019
Master In Arts ( Economics)	University of Sindh Jamshoro, Sindh Pakistan	2009
Bachelor in Law LLB	University of Sindh Jamshoro, Sindh Pakistan	2016

## CERTIFICATION/ ADDITIONAL SKILLS:

- National Assessor Reg # CBA/2019/854 [http://www.npess.pk/nvqf/view\\_assessor.php](http://www.npess.pk/nvqf/view_assessor.php)
- Master trainer Trained trainer by ITC ILO, GIZ
- **MS Office** All versions, sp. MS Word, MS Power Point and MS Excel
- **MS Excel** MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis
- Certification Certificate in SPSS
- Certification Certificate of Entrepreneurship from HEC

## TRAININGS & WORKSHOPS:

### Trainings Conducted:

- Training for HRD Human Rights defender in Karachi for five days by DCHD
- Training for Psycho Social Security for human rights defender in khi for 4 days.
- One day training of DMC for data collection by GIZ in Islamabad
- National Assessor Training by GIZ
- 10 Days Training on KAB ( Know About Business) at SZABIST
- 2 Days Hands on workshop on SEO at ITC Auto Bhan Road
- 2 days training on Digital media marketing at ITC Auto Bhan Road
- 1 day training on Vocational education in Talhar
- 7days training on vocational education different organizations of BADIN
- 3 days training on BASICS of Educational Management in AFAQ for Principals & Directors
- 8 days training on Adult Literacy in IRM

### Achievements/Recognition/Honors

- Master Trainer
- Shield of Appreciation on Academic Competition 2012, Board of Intermediate & Secondary Education Hyderabad, Sindh
- Judge for NAVTTC Skill Competition
- Assessor for NAVTTC Phase III Batch II final Examinations For beautician & Fashion Designing Trades.
- Letter of commendation from Deputy commissioner Tando Mohammad Khan for best performance in different social events for youth reformation.
- ILO "KAB (Know About Business)" Certified Trainer.
- HEC certified for Essential of Entrepreneurship skills.
- Attended many seminars as guest speaker and awarded many shields and certificates.
- Best Officer for the year Award in Hayat Girls College in July 2011
- Guest Speaker on Telecommunication in Different seminars.

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- BISE Awarded Shield for Organizing Inter Collegiate Spelling Bee first ever in Hyderabad (and recruited as a member of BISE organizer for spelling bee) 2010.
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- Shield and Medal for securing First Position in Table Tennis at Inter Class Sports 1995-96.
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- Medal for securing Second Position in Table Tennis (Women) Champion Ship at Annual Sports 1996.
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- Medal for securing Second Position in Table Tennis (Women) Champion Ship at Annual Sports 1997.
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- First Position in Organizing Technical Exhibition on occasion of Silver Jubilee week celebration of Chemical Engineering Department of MUET, Jamshoro, 1996.
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- Best performance in extracurricular activities Just like Drama, Comparing & Speech.
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- Certificate of Training in Essential of Entrepreneurship from Higher Education Commission.
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- The Best Officer on the Occasion of PASSING-OUT CEREMONY for class XII, 2011 from Hayat Girls Higher Secondary School.
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- Guest Speaker on Importance of Leadership Skills from Young Social Reformers.
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- Shield of Appreciation on Academic Competition 2011, Board of Intermediate & Secondary Education Hyderabad, Sindh.
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### PERSONAL INFORMATION:

**Father's Name** : Qazi Rashid Hassan  
**Date of Birth** : 25-10-1982  
**Driving License** : CA5153562

### REFERENCE:

Reference will be furnished on demand.