S. Hasan Asbah

Culster Director HR, Admin. & Security

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PROFESSIONAL SUMMARY

More than 18 years of extensive experience in H.R & Administration Industry. My Duties here is to guides and manages the overall provision of Human Resources and admin. services, policies, and programs for the entire company. recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; employee orientation, development, and training; policy development and documentation; employee relations; company-wide committee facilitation; company employee and community communication; compensation and benefits administration; employee safety, welfare, wellness and health and employee services and counseling.

I am often directs administration, including reception, and may even be responsible for facility security and upkeep in addition to space planning, also originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Coordinates implementation of services, policies, and programs through Human Resources staff; reports to the CEO and serves on the executive management team; and assists and advises company managers about Human Resources issues.

WORK EXPERIENCE

**Cluster Director HR** Sep 2015 – To Date

Karachi Marriott Hotel and PC Gawadar

* Organizes and directs the efficient and timely hiring for all levels of employees, including Executive Committee Members for the Hotel. Hiring should be in conformity to company’s hiring policy.
* Responsibilities to include the following: recruiting of qualified candidates from all available sources, e.g., Internal & External referrals, advertising campaigns, employment agency contacts; screening & interviewing candidates; scheduling candidate interviews with department heads; performing reference checks; making hire/no hire recommendations to responsible management; and make offers of employment and subsequent follow-up to effectively meet all manpower needs and maximize the cost effectiveness of the hotel’s operation.
* Arranges computerization of HR records.
* Organizes HR records, arranges its storage and retrieval. Ensures classified information and all personnel data are kept under proper security and confidentiality is maintained.
* Interprets, administers and be the hotel representative for any personnel related bargaining agreements in effect at the hotel to ensure uniform application and cost effectiveness and to further ensure all management rights are exercised to the optimum in accordance with common sense. Handles grievances at various steps/levels. Responsible for the completion of the preparation for union contract and bargaining process. Responsible for establishing effective rapport with union officials to better facilitate administration of the contract.
* Directs the administration and control of all hotel employee benefit programs and their related costs by providing assistance to the employees to explain the various employee benefits, initiating all requests for retirement benefits; preparing and submitting various benefit reports to corporate office; and remaining cognizant of statutory requirements that pertain to employee benefit programs.
* Constantly keeps in touch with the legal advisor regarding labor problems and advises corrective action to management.
* Represents & protects the hotel’s interest in labor hearings by processing and maintaining adequate records on all claims, providing information to agencies, attending court hearings, reviewing all compensation awards, disputing improper awards as necessary to insure the best possible cost impact to the hotel.
* Organizes, manages and administers the hotel Wage and Salary Administration program by performing local wage surveys. Maintains all job descriptions and salary grades in an up-to-date manner; establishes and maintains employee performance appraisal programs; maintains a pay for performance increase program to ensure the hotel attracts, retains and motivates the best qualified employees while maximizing the cost effectiveness of the hotel operation.
* Plans, organizes and directs the development and maintenance of employee orientation program to induct all new employees. This program is to provide assistance in the explanation and distribution of various hotel information, rules and regulations; explanation of employee benefits; and thus, facilitate the smooth transition of new employees into the hotel work force.
* Develops, coordinates and maintains overall responsibility for the training activities in the hotel including seminars, training programs and outside educational programs. Continually identifies and develops hotel employees with transfer and/or promotion potential; coordinates the participation in corporate management development programs.
* Develops and administers employee and community relations programs for the hotel to include employee recognition programs, service awards, and any other programs that will enhance the relationship of employees to the hotel, establish better lines of communication and equitably resolve any job related problems, and foster the best possible relationship between the hotel and the community.
* Coordinates for Annual Budget for Manpower and prepares budget for Training & Development of Associates.
* Updating and preparing salary structure comparisons of hotel industry.
* Organizes, directs and manages the maintenance of all personnel records according to good business practices that the hotel is following all statutory requirements.
* Coordinates and maintains the hotel’s safety programs and maintains all employee accident records, ensures regular safety/fire training seminars are held and all employees attend on a regular basis.
* Directs & supervises the timekeeping office to ensure accurate, friendly and efficient keeping of time records.
* Coordinates / administers discipline and grievance procedures in accordance with all statutory requirements.
* Acts as an advisor to General Manager on Human Resources.

**Regional Manager (H.R & Admin.)** Sep 2009 – Sep 2015

IIL Pipes Factory

* Sort, Identify, rectify, and respond on queries and resumes
* Target settings for the key positions
* Plan, develop and implement strategy for HR Management and development including contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues.
* Provide information and reports on data such as staff turnover and Headcount, monitor all kinds of leaves, conduct training needs analysis along with designing and implementation of training plan,
* Ensure all policies and procedures are up to date; create new JDs as and when necessary, deal with any performance or grievance issues in a legally compliant and professional way.
* Review all staff salaries and make recommendations for pay rises, in consultation with dept. heads implement any increase, promotion and re-designation
* Scrutinize and monitor final settlements cases, health insurance cases and Loan against PF requests.
* Guide, supervise and follow-up for effective and efficient completion of assigned tasks/assignment to the Team members
* Screening of all new appointment documents
* Addressing employee related issues, incidents, complaints & Inquires.
* Trainings and Organization Development
* Budgeting and Costing.

**Assistant Manager (H.R)** Aug 2004 –Sep 2009

Delta Shipping and Logistic,

It’s a Shipping and logistics firm operating in the 54 countries in the world, Including Karachi, Lahore, Islamabad in Pakistan. My Primary objectives In the Delta Shipping are

* Safety of the workforce
* Development of a superior workforce
* Development of the H.R Department introducing new technologies and techniques which will facilitates the department
* Development of the employee-oriented company culture that emphasizes on the quality, continuous improvement and high performance
* Personal ongoing development
* Generating hiring and firing reports (as per the labor laws)
* Conducting firing interviews
* Record keeping of the H.R department
* performance management and improvement systems
* employment and compliance to regulatory concerns
* compensation and benefits administration
* Wellness and health and employee services and counseling
* Policy Making and Implementation.
* Staying current on law changes and ensuring compliance and legislative requirements are met
* Organizational and space planning
* House Keeping and security.
* Verification of employees (Educational and previous work experience)
* Performance management and improvement systems
* Employment and compliance to regulatory concerns
* Dealing with grievances, regulatory and disciplinary cases
* compensation and benefits administration
* Managing employees on the database using ERP
* Handling Govt. organizations mainly EOBI and SESSI.
* Implementation of Policy and Policy Making.
* Vehicles Management, Maintenance, Purchase and Repair.
* Record keeping of the H.R department
* Performance report and chart generation (Monthly and yearly basis)
* organizational and space planning
* performance management and improvement systems
* employment and compliance to regulatory concerns
* compensation and benefits administration
* Wellness and health and employee services and counseling.
* Policy Making and implementation

**Assistant Director (I.T)** July 1999 – July 2004

Program Monitoring Unit,

Chief Minister House,

Govt. of Sindh, Karachi

The Program Monitoring Unit (PMU) became active by reaching out to all the stakeholders, gathering them at one platform through District Meetings, motivating farmers, Agriculture Engineering Officers, District Officers and spelling out the features of National Program for Improvement of Watercourses (NPIW). NPIW was launched simultaneously in all the provinces of the country in 2004. The program aims at lining of 33000 watercourses in Sindh province with a total estimated capital outlay of Rs. 26 billion. Reporting to the Project Director responsible for leading software development teams on customer projects as well as internally driven maintenance projects for all core products. Serve as the project manager for all development projects. Meet with customers to determine their needs, gather and document requirements, communicate with customers throughout the development project to manage customer expectations, resolve issues and provide project status. Develop project plans, track project execution,

manage changes, develop and execute implementation plans. Coordinate with other internal departments

including Quality Assurance, Product Operations, and Production, Support and implementation

AWARDS

**Most Valuable Professional Award (MVP)** Awarded by Chief Secretary of Sindh Mr. Fazul-ur-Rehman on 18th December 2004.

**Highly Skilled Professional Certificate** Awarded by Suparco on launching of GIS Based system to monitor the progress and performance of the watercourses all over the SINDH.

**Best Performance Certificate** Awarded by ex. Chief Minister of Sindh Mr. Arbab Ghulam Rahim in 2004

**Best Performance Certificate** Awarded by ex. Chief Minister of Sindh Mr. Arbab Ghulam Rahim, in the Anti-Corruption Branch of Govt. of Sindh in 2004

**Second Prize** in the contest titled as **“Funniest IT Story”** held by **Microsoft® Gulf.**

PROFESSIONAL TRAININGS

**PeopleTools I/II & ERP** PeopleSoft Training Centre, KL, Malaysia

**PeopleSoft Application Engine** PeopleSoft Training Centre, Singapore

**Lotus Notes Administration** Information Systems Design LLC, Dubai

**Domino R5 Designer Fundamentals** Information Systems Design LLC, Dubai

**Domino R5 Application Security and Workflow** Information Systems Design LLC, Dubai

**One Minute Manager** at Marriott Hotel, Karachi, Pakistan

**Skills for Successful Supervision** In-house at C.M House Sindh

**Creativity and Problem Solving** In-house at C.M House Sindh

**Manage Your Time Effectively** In-house at C.M House Sindh

**Relationship Strategies** at Suparco

**Seven Habits of Highly Effective People** at Suparco

**Handling Difficult People** In-house at C.M House Sindh

**Emotional Intelligence** at Marriott Hotel, Karachi, Pakistan

**Presentation Skills** at Marriott Hotel, Karachi, Pakistan

**Stress Symptoms** at Marriott Hotel, Karachi, Pakistan

**Personal Effectiveness** at Marriott Hotel, Karachi, Pakistan

**Software Applications**

ERP, Word, Project, Visio, Excel, PowerPoint, Visual Source Safe, Various Incident Tracking and Management Tools, Configuration Management

Software Development: Solid understanding of software development life cycle processes including requirements gathering, analysis and design, development tools and technologies, release and version control, contemporary testing methodologies and deployment management. Experience with Rapid Application Development (RAD), software project planning and management including web application development projects, and software development process improvement.

PROFESSIONAL SKILLS

Available on request.

**Bachelors of LAW (L.L.B)**  S.M.Law College, Karachi, Pakistan

**In Progress**

**Masters in Public Administration (M.P.A)**  Karachi University, Karachi, Pakistan

Majors: Public Administration **CGPA: 3.2 1**998 to 2000

**Bachelors in Computer Engineering (BS)** College of Digital Sciences (CDS) Karachi, Pakistan  
Majors: Computer Engineering **CGPA: 2.9 1**995 to 1998

**Diploma in Computer Engineering (DIT) First Division 1**994 to 1996  
Majors: Networking and Computer Hardware International College of Computer Science (ICCS) Karachi, Pakistan

**Intermediate (HSC) Second Division 1**992 to 1994  
Majors: Mathematics, Physics and Chemistry Govt. Gulshan College, Karachi, Pakistan

**Matriculation (SSC) First Division 1**991 to 1992  
Majors: Computers, Mathematics, Physics and Chemistry White House Grammar School Karachi, Pakistan

EDUCATION

REFERENCES