

Syed Ammar Ali Kazmi

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PROFESSIONAL SUMMARY

A seasoned and well versed Law Graduate with in-depth knowledge of Human Resource, Training & Development, Recruitment & Selection, Employment Laws, IR & Administration along with professional experience of handling different functions of the department.

PROFESSIONAL SKILLS

Training & Development
Employment Laws
Feedback Collection

Group Life Insurance
Resource Management
HR Reports

Recruitment & Selection
Perform Orientation
Employee grievance handling

WORK EXPERIENCE



Assistant Manager – Human Resource
August, 2016 – Present

Responsibilities:

- Annual Training Plan
- Conducting Training
- Monthly/Annually HR reports
- Liaison with HOD's regarding Trainings
- Management of Employee's Record
- Employees Benefit Operations
- Documentation of New Hiring
- Employees Medical Care Management
- Initiatives to make new policies/Sops
- Scheduling Interviews



Member Lahore High Court Bar Association – Rawalpindi Bench
Member District Bar Association, Attock
Advocate High Court
November 2012 – Present

Areas of Practice

➤ **Corporate Law**

- Company Law
- Formation of Companies, Documentation, Consultancy, Legal Opinion, Alternative Dispute Resolution, and Litigation.
- Liquidation and Administration.

➤ **Labour Laws**

- Labour petitions before NIRC & Labour Courts
- Other disciplinary matters related with the industry and the state employees and authorities.

ACADEMIC EDUCATION

DEGREE	INSTITUTION	YEAR
Bachelors of Law (LLB)	University of Punjab, Lahore	2012
Bachelors of Science (Math, Stats, Computer Science)	University of Punjab, Lahore	2006

Trainings

- Training on Marketing (Customer First)

CERTIFICATION/ ADDITIONAL SKILLS

- **MS Word** (All versions, esp. MS Word, MS Power Point and MS Excel, MS Access, MS Outlook)

REFERENCE

Reference will be furnished on demand.