

# Abid Hussain

## Objective



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## Professional Experience

## Education

**MBA (Human Resource Management)**

(March 2013-Jan 2015)

**University of Peshawar**

**BBA (HONS)**

(Feb 2009 - Jan 2013)

**Iqra University Peshawar**

## Technical Skills

- Time Trax (Employee Tracking Software)
- MS Word,
- MS Excel
- PowerPoint
- Outlook
- Photoshop



## Professional Skills

- Leadership skills
- Good communications skills
- Ability to work with a team

## Interests

- Cricket
- Swimming
- Running

## Sr. Industrial Relations Coordinator

**HRSG C/O Coronet Foods Pvt Limited (Oct. 2017. Present)**



- Managed all Human Resources functions in a 3300+ Employee Food industry. Handled oversight, payroll processing, interviewing, and documentation
- Dealing with Service providers and government bodies, WWB, Labor Department, etc.
- Establishing and administering employee benefits and Compensation including EOBI, ESSI, WPPF, Marriage Grants, Children Education Scholarships, and GLI, (Group life insurance)
- Reviewing job applications, conducting interviews, and making hiring decisions based on candidate qualifications
- Communicating employment policies and company information to employees such as new hire orientations to onboarding new hires into departments or divisions within a company
- Providing training to employees on company policies and procedures
- Maintaining relationships with current employees to ensure they are receiving fair treatment from management
- Developing and maintaining an employee database containing employee information such as job descriptions, work history, performance evaluations, and disciplinary actions
- Conducting exit interviews with departing employees to learn about their reasons for leaving the company
- Recommending compensation packages for new hires based on industry standards for similar positions
- Design compensation and benefits packages
- Implement performance review procedures (e.g., quarterly/annual and 360° evaluations)
- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening, and interviewing techniques
- Assess training needs and coordinate learning and development initiatives for all employees
- Monitor the HR department's budget
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Create and run referral bonus programs
- Review current HR technology and recommend more effective software (including Efro Tech Time trax)
- Measure employee retention and turnover rates
- Oversee daily operations of the HR department

Professional  
Diplomas

- Post Graduate Diploma in Islamic Banking and Takaful from the **University of Peshawar 2012**

Achievements

- Star of the Quarter for being outstanding performance during the quarter Oct to Dec 2022 from HRSG C/O Coronet Foods Pvt Limited

Personal Data

- DOB: 16-February 1989
- Father Name: Nazir Khan
- Passport No: WY6899172
- CNIC: 16102-4711917-3
- Marital Status: Married
- Present Address:
- Industrial State Hattar Haripur KPK Pakistan
- Permanent Address:
- Flour Mills Road Aslam Village Takht Bhai Mardan KPK Pakistan

Customs Clearance Executive

ODYSSEY SHIPCHANDLERS DUBAI UAE (FEB 2015 \_ DEC 2016)

- Executing all Tasks as per the requirement of the operations department.
- Food Items Registration and Label Assessment in the FIRS electronic System
- Maintain registers and reports for Import and Distribution Operations.
- Cheeked and verify all necessary documents includes, health and halal Certificate, Bill of lading, Country of Origin, invoice, and packing list,
- Handling the entire Job requirements for Import Shipments.
- Liaison with Dubai Customs & Port Authorities.
- Liaison with carriers and shipping agents as per the requirements.
- Co-ordinate with Transporters, Shipper & Consignee for effective deliveries and collection.
- Organize Land Transportation for inbound and outbound, shipments coordinate multi-point loading, and monitor the movements.
- Coordination with messengers for document delivery and collection.
- Communicate/correspond with Consignees Send pre-alerts / pre-advice/arrival notice and ensure timely issuance of delivery orders, clearance, and Delivery of Shipments.
- Facilitate shipment status updates to customers by Monitoring Movements from Origin to Destination.
- Customer feedback on the shipment status, and maintaining a cordial relationship to build future business

Consulting Associate

BRIDGEWAY CONSULTING SMC PVT LIMITED PESHAWAR (JAN \_ MAY 2013)

- Handling incoming calls and other communications.
- Managing filing system.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into a database
- Executing all Tasks as per the requirement of the operations department.