

# MEHRAIZ HASSAN

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**Resident:** Islamabad  
**Nationality:** Pakistani

**D.O.B:** March 28<sup>th</sup>, 1986  
**Religion:** Islam  
**Domicile:** Hafizabad – Punjab  
**Marital Status:** Married



## **SUMMARY:**

Experienced employee facilitation manager who applies exceptional organizational skills while overseeing both smaller and larger administrative & HR teams. Adept at general and developmental projects administration, coordinating meetings, HR planning and designing detailed spreadsheets. Focused on ensuring efficient administrative and HR operations through effective management methods.

## **PROFESSIONAL EXPERIENCE:**

**(Total Experience: 12 Years)**

1. Kohinoor Maple Leaf Group – Kohinoor Textile Mills Limited, Gujar Khan.  
**Assistant Manager Admin & HR** June 2022 – Present
2. iGate Technologies, Islamabad.  
**Admin & Facilitation Lead** April 2021 – May 2022
3. Packages Limited – Packages Group of Companies, Islamabad.  
**Assistant Manager – Employee Facilitation** February 2019 – January 2021
4. Riphah Islamic International Medical College Trust – University, Islamabad.  
**Projects Executive – PMU** June 2016 – January 2019  
**Admin Officer – Operations** April 2013 – May 2016
5. Sui Northern Gas Pipelines Limited, Islamabad.  
**Assistant – Billing** March 2010 – March 2013

## **MAJOR RESPONSIBILITIES:**

- **Administration & Logistics Support**
  - Administrative Policies Implementation as per QMS
  - Assets Management (lease / tenancy agreements with property owners, vehicles purchase & registration)
  - Security Management (CCTV Monitoring, Gate Operations, IGP/OGP)
  - Safety Enhancement (firefighting equipment/first aid services/emergency exit/public alarm system/smoke & fire detectors)
  - Housekeeping / Janitorial
  - Cafeteria / MESS Arrangement
  - Travel Management (transport arrangement/guest protocol/Vehicle R&M, fleet management, guest house / hotel booking)
  - Building & Assets Repair & Maintenance
  - Annual CAPEX/OPEX Budgeting
  - Corporate Management (dealing with government offices i.e. MOI, MOFA, E&T, SECP, EOBI, PESSI, Wapda, SNGPL, development authorities etc. and embassies for VISA applications, Insurance Companies)
  - Execution for the Developmental Projects (new office construction / renovation of building, supply of office/lab equipment, projects cash flow management)
- **Employee Facilitation (HR)**
  - HR Recruitment Operations
  - Staff Duty Roaster Plan
  - Annual Appraisal & Performance Evaluation

- Training & Development of Employees
- Payroll Management
- Compensation, Benefits & Leave Management
- **Procurement Management**
  - Implementation of Procurement Procedure (PR, POWO, GRN)
  - Advance / Final Payment Settlement
  - Petty Cash Purchase
  - Contractors / Suppliers / Vendors Contract Management

### **ACADEMIC RECORDS:**

- **Executive Master of Business Administration**  
 Session: Mar 2011 – Jun 2013                      Marks: 922/1400 (66%, C.W Completed)  
 Allama Iqbal Open University, Islamabad.
- **Bachelor of Business Administration**  
 Session: Sep 2007 – Mar 2010                      Marks: 1171/2000 (59%)  
 Allama Iqbal Open University, Islamabad.

### **ACHIEVEMENT:**

- As ISO Representative, achieve “**ISO 9001:2008 QMS Certification**” of Administration Department of Islamic International Dental College (IIDC) & Riphah Institute of Pharmaceutical Sciences (RIPS) – Riphah International University (RIU) Islamabad dated September 12, 2014.

### **PROJECTS:**

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|--|---------------------|
| • Renovation of Max Health Hospital, Islamabad                 | Feb 2014 - Jan 2015 |
| • Establishment of Riphah Women Campus, Islamabad              | Feb 2015 - Apr 2016 |
| • Renovation of IIMCT' Secretariat Office, Islamabad           | Apr 2015 - Oct 2016 |
| • Establishment Riphah Knowledge Park, Islamabad               | Mar 2016 - Sep 2018 |
| • Renovation of IGI-Packages Group Corporate Office, Islamabad | Apr 2019 – Sep 2019 |

### **PERSONNEL & COMPUTER / IT SKILLS:**

- Initiative & Goals Setting
- Decision Making
- Team Leading
- Dependability
- MS Project Professional 2013
- MS Office Suit 2013 (Advance Excel, Power Point, Word)
- MS Visio 2007 (Infrastructure Layout Plan)

### **REFERENCE:**

- Will be provided, if required.