**HAZRAT HUSSAIN**

House#621, Street#21, Phase-6

Hayat Abad, Peshawar

Contact: 0314-9723898/0346-8124249

Hussainkhan226@gmail.com

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**Career objective**

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned

**AREAS OF EXPERIANCE**

Well versed in use of Ms Office

All official reporting

Human Resource Management

Admin Management

**Professional Experience**

**HR & Admin Officer ( April 2016 To May 2022)**

**At CR20G (China Railway 20 Bureau Group Corporation)**

**CPEC Project: (Karachi to Lahore Motorway M-3)**

**RESPONSIBILITIES:**

1. Execute all activities and make correspondence relating to appointment, confirmation, increment, promotion, transfer, termination, discipline, recreation, entertainment, etc.  
   2. Entire recruitment procedure, job advertisement, review, screening of application and finalizing the process of appointment.
2. Prepare Wages & Salary Statement of (CR20G)   
   4.Manage day to day Administrative work.  
   5.Participate, to prepare H.R. policy
3. Administered payroll and maintained employees record.
4. Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
5. Monitoring costs and expenses to assist in budget preparation.
6. Maintain supplies inventory by checking stock to determine inventory level anticipating needed supplies placing and expedited order for supplies, verified receipt of supplies.
7. Ensured of equipment by completing preventive maintenance requirement,called for repair, evaluated new equipment and techniques.
8. Ensured compliance with legal, contractual, or statutory procedure on personnel management such as recruiting, welfare benefits and work contract termination.
9. Overseen the smooth running of HR-related administrative task such as holiday management, sick leave, replacement jobs and wage payment.
10. Manage personnel’s individual and collective development, such as training, assessment and promotions.
11. Maintained diary, arranged meetings and appointment and provide reminder.
12. Made travel arrangements.

16.Developed and carry out an efficient documentation and filling system.

**HR &Admin Assistant (Feb 2013 to March 2016 )**

**At Ori Flame Karachi**

**RESPONSIBILITIES:**

## 1. Maintain employee records (soft and hard copiest

2. Update HR databases (e.g. new hires, separations, vacation and sick leaves)

3. Assist in payroll preparation by providing relevant data, like absences, bonus and leaves

4. Administer employment agreements

5. Manage distribution of utilities bills and collections of accounts

6. Coordinate HR projects, meetings and training seminars

7. Manage the department’s telephone center and address queries accordingly

8. Calculate employee salaries, deductions and contributions

9. Prepare paperwork for HR policies and procedures

10 .Manage the filing, storage and security of documents

11. Manage the repair and maintenance of computer and office equipment

12. Assist with preparation and advertising of contract documents

13. Process pay cheques

14. Issue Records of Employment

15. Order office supplies

**Internee: State Bank of Pakistan Karachi 2012**

1: Executed a project on a review on the products of Islamic banking industry in Pakistan.

2: Identified different products of Islamic banks and conventional banks.

3: Raveled different recommendation to Islamic Banks on investment on agriculture, SME's and students loan.

4: Orientation on different sectors.

**Skills:**

|  |  |
| --- | --- |
|  Supervisory skills   team building   Analytical and problem solving skills   decision making skills |  Effective verbal and listening communications skills   Stress management skills   time management skills   Computer skills |

**Education:**

Qurtuba University of Science and IT Peshawar Pakistan

MBA C.G.P.A 3.67/4.0

University of Malakand Chakdara Pakistan

Bachelor ( Economics , Statistics )

Board of Technical Education Peshawar

D.I.T (professional Diploma in Information Technology)

**Personal information:**

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| --- | --- |
| Father name | Bahroz |
| D.O.B | 06/01/1986 |
| Nationality | Pakistani |
| Marital status | Married |
| N.I.C | 15307-1802543-3 |
| Religion | Islam |
| Gender | Male |
| Contact | 0314-9723898 / 0346-8124249 |

**Project Report:** Financial performance analysis of Attock refinery limited (ARL) and Pakistan refinery limited (PRL).

**Awards:**

1. Best comparing award
2. Best Employee of the Year by CR20G
3. Polio Immunization Program

**Affiliations:**

1. Developmental organization of woman development
2. Malgari Lekwal
3. Alwat welfare organization

**Hobbies:** Playing Football , cricket , working with people , professional enrichment

**References:**

**Reference Phone Email**

Muhammad Umar khan 0333-2207643 mumar2@yahoo.com

(Deputy Director State Bank of Pakistan Karachi)

Sayed Aziz Ahmad 0345-9899530 [azizahmad3451@yahoo.com](mailto:naseerahmad009@yahoo.com) (Project Director PEDO )