



MEHDI ABBAS SYED

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OBJECTIVES:

To achieve and obtain a challenging position where I can effectively utilize my experience, confidence and dedication. Also provide my utmost efforts to the organization I am serving.

EXPERIENCES:

Manager Administration & Human Resource–Allied International (Pvt) Ltd. October 2019– Till Now

Working with Allied International Pvt. Ltd. My job duties includes:

- *Supervising day-to-day operations of the administrative department and staff members.*
- *Supervise the Logistics In bond and Out Bond.*
- *Responsible for Shipment of International Stock.*
- *Responsible for dealing and inducting new cost effective and quality vendors.*
- *Responsible for the Security of Islamabad and Peshawar Station.*
- *Hiring, training, and evaluating employees, taking corrective action when necessary.*
- *Manage the recruitment and selection process*
- *Developing, reviewing, and improving administrative systems, policies, and procedures.*
- *Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.*
- *Collecting, organizing, and storing information using computers and filing systems.*
- *Overseeing special projects and tracking progress towards company goals. ○ Building new and expanding existing skills by engaging in educational opportunities.*

Manager Human Resource–Frontier Constabulary Foundation KP (FCF) January 2019– October 2019

Worked with FC Foundation Head Office. My job duties includes:

- *Develop and implement HR strategies and initiatives aligned with the overall business strategy.*
- *Bridge management and employee relations by addressing demands, grievances or other issues ○ Manage the recruitment and selection process*
- *Support current and future business needs through the development, engagement, motivation and preservation of human capital*
- *Develop and monitor overall HR strategies, systems, tactics and procedures across the organization*

- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- performance management and improvement systems;
- employment and compliance with regulatory concerns regarding employees;
- Documentation and data-base management of HR and HRD
- company-wide committee facilitation;
- company employee and community communication;
- employee safety, welfare, wellness, health, and counseling;
- Creating and revising job descriptions;
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Maintaining department records and reports ○ Participating in administrative staff meetings

Manager Administration–Independent Media Corporation (GEO TV Network)

December 2016– January 2019

Worked with IMC Islamabad station. My job duties includes:

- ***I was the in charge of Islamabad and Peshawar station but based in Islamabad Station.***
- *Lead team consisting 75 persons including Administrative Officers, Jnr. Administrative Officers, Fleet Staff, Logistic, House Keeping, Medical Staff, Security Staff Travelling and Building & Maintenance.*
- *Managed travel arrangement of staff to respective station for official purpose & vice versa.*
- *Managed the VVIP Moments.*
- *Managed the emergency evacuation of staff i.e. In case of any emergency the First Aid and Rescue operation.*
- *Monitored daily support operations of the company and provide efficient administrative procedures.*
- *Lead support staff team to complete range of administrative duties in different departments. To ensure all support activities are carried efficiently and effectively to facilitate smooth operations.*
- *Ensure the hotel reservation of staff travelling to respective station within approved monetary limits.*
- *Ensure coordination with Finance Department for timely processing of DSA of staff travelling for official purpose as per entitlement.*
- *Administer the arrangement of transport arrangements of staff within the city travelling to the station for official purpose in lieu with the received approved requisition.*
- *Managing fleet for production or other official activity, as per the limit defined in approved budget, through vendors duly approved by the management.*
- *Ensure smooth functioning of shift operations, to ensure efficient execution of staff pick and drop facility from office premises.*
- *Formulation and adjustment of drivers duty roster for different areas including shift operations, DSNG and News assignment, and ensure its compliance thereafter.*
- *Maintenance of corporate fleet at specified duration, both on a routine basis, or in case of accident.*
- *Managing logistics operations including in-bound and out-bound mails and couriers.*
- *Administer the timely distribution of in-bound mails/ couriers to concerned staff.*
- *Administer the timely collection and dispatch of tapes/ footages required for official purpose to and from station within the defined timeline.*

- *Managing hygiene and general maintenance of office premises including work stations, washrooms, smoking areas/ coffee rooms, board rooms, prayer rooms and other related areas.*
- *Administer the availability of accessories needed at different locations including toilet utilities; and stationary in board rooms.*
- *Administer the placement of Purchase Order (PO) for required accessories to ensure smooth operations.*
- *Administer the refreshment arrangement for visitors in connection with any official meeting/ event.*
- *Identify new vendors for required services on cost effective rates, and seek management's approval for utilization based upon comparative analysis.*
- *Establish and maintain amiable professional relationship with vendors providing services to the company.*
- *Audit of the vendor invoices for services availed, and ensure its timely submission to the Karachi Head Office (KHO) for payment.*
- *Review and verify monthly summary of advances received in terms of petty cash and expenditures made there from, prepared by respective staff, and ensure its settlement with Finance Department.*
- *Administer the dispatch of staff leave adjustments to the Head Office for processing within the defined timeline.*
- *Administer the dispatch of staff billing requisitions including medical, mobile, fuel etc, along with billing summary to the Head Office for processing within the defined timeline.*
- *Adhere strict security compliance at deputed station, to ensure safety and security of staff and premises.*
- *Timely dissemination of policy directives issued by management for staff compliance & adherence.*
- *Focal person for public relations with relevant governmental bodies for resolution of organizational issues.*
- *Responsible for any other responsibility assigned by respective line management.*

Deputy Registrar (General Admin / Establishment)–City University of Science & Information Technology (3rd May 2015 to December 12, 2016)

- *Coordination and arrangements of BOG, BASAR, Selection Board, Finance and Planning committee meetings etc. Also responsible for arrangement of transport & hotel facilities to the members coming from outside.*
- *Coordination and arrangements of HODs meeting, Seminars and Workshops.*
- *Responsible for preparation, paging and compilation of agenda files, dispatching them to members.*
- *Responsible for implementation of different decision taken in the meetings of Statutory Bodies under the guidance of Registrar and dispatching the minutes of the meeting to the members of BOG, BASAR etc.*
- *Taking daily attendance report of entire university staff (Administration, Faculty) checking the same and sending memos to faculty members in case of late arrival and early leaving or not entering their arrival/departure time in the soft ware.*
- *Preparing and maintaining faculty/staff discipline file in coordination with the Registrar issuing warnings advice notes, appreciation letter etc where required.*
- *Responsible for online teachers' evaluation, preparing and coordinating the same with the academic departments. Finally, presenting the same to the Vice Chancellor after highlighting the important points of report.*
- *Coordinating and corresponding with other institutions / organizations, in this regard drafting official letters for different official purposes.*
- *Drafting notices, notification office order, office notes, memos etc keeping updated record of the same.*
- *Supervise the section staff in daily affairs/ activities.*
- *Briefing the newly hired staff at the time of appointment, about rules and regulation governing their employment in the University, checking/ verifying the documents provided by them. Guiding/ assisting the registrar in cases of granting promotion salary raise, increments and leaves of different nature.*
- *Ensuring the implementation and circulation of different instructions/ direction of HEC issued from time to time, and implementation of policies made by higher management.*
- *Conducting inquiries on disciplinary issues as a member of university disciplinary committee, drafting inquiry report for presentation to the Registrar.*
- *The Corporate Affairs Office coordinates with the faculty to help students undertake technical visits & practical tours of industries related to their major areas such as retailing, banking, manufacturing, airports, tourism development projects, software houses & arranging seminars & guest lectures at the university. This provides exposure to the students to comprehend the best practices of the industry.*
- *Provide strong assistance for executive events / meetings / visits etc. for planning as well as event onsite.*

- To coordinate the QEC activities between the departments / sections and QEC.
- To coordinate the CPD activities and arrange the workshops and Trainings.

Assistant Director (General Administration & HR) – Workers Welfare Board 21-January-2012 to 31-May-2014

Worked with Workers Welfare Board in BPS-17. I was appointed as Subject Specialist.

Later attached with Directorate of Education as an Assistant Director (GA /HR).

Served in Personal File department and responsible for the maintenance of record and recruitment process.

Responsible for the recruitment, selection and making the planners for the job Description and Specification in the Light of Government Rules Act.

Worked with the various Audit teams e.g Director Audit Fund Islamabad, Chief Minister Inspection team, National Accountability Beauru etc.

Task of Audit which includes Financial Statements Comparison, General Ledger Review, Internal Control Review, System Security Review and salaries verifications was also handed over to me.

Assistant Manager Admin & HR – City University of Science and Information Technology Peshawar Nov-2006 to March-2013

Coordination between students and faculty.

Time table setting and management through Software.

Students Registration for various courses through Software.

Working in different projects e.g. Policies, MIS, Students awareness, Time Table.

Student's counseling, regarding their degree program, selection of courses & other related issues.

Data Analysis and resource allocation.

Report Generation for low and high level usage for managerial decision making.

Extensive management experience in preparation and handling timetabling processes (Software aided) Later after getting job in Working Welfare Board, I was shifted in Evening programs as Evening Program Coordinator.

I was the Coordinator of Character building society a committee with the collaboration of National Accountability Beauru Pakistan.

To organize various activities such as seminars / workshops / lectures / trainings etc and ensure smooth running of the activity at the day.

Arrange for the promotion of the event i.e. promotional material, invitations, banners, shields, certificates, etc. as well as setting up of the venue.

HR Officer– Abasyn Institute of Management Sciences Peshawar (Now Abasyn University) (Oct-2005 to 30-June-2006)

Worked in) as PRO, but was later promoted to Program Coordinator (BBA, MPH/DPH DBA, and DIT) and Controller of Examination.

I was responsible for conducting Seminars for the Students.

Resolving all conflict in order to present undisputed reports for all faculty levels.

Establishment and maintenance of excellent working relationship through coordination between academics and administration.

Account officer – Frontier Model School Peshawar (3 Months) Three Months

Worked in Frontier Model School as an Account officer. I was responsible for accounts and finance activities.

Achievements and Awards

- *I was appointed in Planning and Development Department KPK in BPS-18 as Web Administrator.*
- *I was awarded best Employee of the year.*
- *Appreciation Letters from the director.*
- *I remained President of Organizing Society in City University of Science & Information Technology both Morning and Evening session.*
- *I have done my finance project in my Bachelor degree. (Project is the demand of Bachelor degree)*
- *I have the honor to conduct society's elections in City University of Science and Information Technology.*
- *During my stay at University I organized several functions both as a student and as an employee e.g. Farewell, Welcome, Bazm-e-Adab, Ehl-e-Zahanat, debate contest and many more.*
- *I was rewarded with the certificate of Best Actor while in Bachelor level.*
- *I also remained a prominent player of Gymnastic in my School.*
- *I was the Coordinator of Character building society a committee with the collaboration of National Accountability Beaura Pakistan*

TRAININGS, WORKSHOPS AND SEMINARS

- *Attended Workshop (Three Months) arranged by Intel®Teach to the Future in collaboration with PMEI. It was a project to build effective technology integration skills where teachers use free online tools to support the development and assessment of their students' higher-order thinking skills.*
- *Attended Three days training course in "**Communication Skills**" conducted by City University of Science and Information Technology.*
- *Participated One day training program on "**Enhancing Employees thoughts around Achieving Peak Performance**" conducted by ACI with the collaboration of City university.*
- *Attended Two days Workshop on "**Leadership and Management**" arranged by City University.*

LANGUAGES:

Excellent in written, reading & spoken English, Urdu, Hindko & Pashto.

INTERESTS:

Playing Cricket, Reading Books & News paper. I am a computer literate and have the ability to browse on internet expertly and can use any kind of software as I am using MIS in City University.

ACADEMIC QUALIFICATION

<u>Year</u>	<u>Degree Attained</u>	<u>Educational Institute</u>
2011	Masters in Business Administration (MBA)	City University of Science and Information Technology Peshawar
2005	Bachelor of Business IT (HONS)	City University of Science and Information Technology Peshawar

2001	Intermediate	Peshawar Model Degree College Peshawar
1998	Matriculation	Frontier Model School Peshawar

PERSONAL DATA:

Father Name:	Syed Tahir Abbas
Date of Birth:	June 21, 1982
Nationality:	Pakistani
Religion:	Islam
Marital Status:	Married

References

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