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| **SARDAR HUSSAIN** ( professional experience in Human Resources/Administration/Operations )**Career Profile:** A motivated business professional equipped with more than 20 years of working experience with manufacturing concerns with extensive exposure of planning, executing and leading internal assignments including controls, implementation/compliances and performance improvement. Ability to lead and manage team, strong interpersonal and communication skills.  |  |

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| **Email ID** | Salarzai9000@gmail.com | http://careers.telenor.com.pk/Handler/ImageHandler.ashx?ImageID=3204672.jpg |
| **Mobile Number:**  | 0314-9195755 0324-500658 |
| **Current Address:** | Flat#177,Block#23 WWB Colony Gadoon Amazai KPK |

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| **Education** |

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| **Master Degree**  - **Pakistan**  |
| **MBIT(HR)** from **IQRA UNIVERSITY** with **3.52** Grade/CGPA in **2003**

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| **Experience** **MANAGER (HR & ADMIN) – INTERLINK Communications Pvt Ltd.**

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| **Duration:** | 25-Octl-2019 – To date **Company Contact No.:091-5890917** |

**MANAGER (HR& WELFARE) – A.J.Textile Mills (Pvt) Ltd.**

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| **Duration:** | 08-April-2016 – To 24 Oct 2019 **Company Contact No.:** 0938-270209 |

**ASSISTANT MANAGER(HR)/ADMIN – SB Poultry Feed Mills (Pvt) Ltd**

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| **Duration:** | 23-Feb-2015 - 07 -April -2016 **Company Contact No.:** 051-2852281 |

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| **HR OFFICER** - **Protech Enterprises At Lafarge Pakistan Cement Ltd**

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| **Duration:** | 14-Apr-2011 - 22 -Feb -2015 **Company Contact No.:** 051-2270606 |

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| **ASSISTANT FACTORY/HR MANAGER** – **Vincraft Pvt Ltd** (UPVC OUTDOOR FURNATURE,PIPES& FITTINGS)

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| **Duration:** | 01-Feb-2003 - 14-Apr-2011 **Company Contact No.:** 0937880265 |

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|  | **Core Assignments**1. Provide support to management and staff on interpretation and application of policies and procedures and other HR related matters in line with local labour laws & organizational guidance.
2. HR planning, to identify the future HR demand and supply with help of JDs.
3. Talent acquisition process through recruitment to generate a pool of qualified candidates through different ways online and off line (shortlisting of cv and applications received).
4. Selection, arrange test and interviews sessions (preliminary and final).
5. Placement, to issue the offer letter, joining report and appointment letters.
6. Transfers, promotions, and dismissals, performance appraisal by using the HRIS, productivity and motivation.
7. Training & Development, induction, Orientation, job training and safety training.
8. Industrial Welfare in terms of safety, health, welfare services, housekeeping management of workers colonies, guest house, mess and canteen.
9. Industrial Relations in terms of communication, negotiation, consultation, agreements, grievances with concerns government agencies, and disciplinary procedures with workers.
10. Remuneration refers to provide support for job analysis, job evaluation, Payroll/salary and wage structuring, fringe benefit scheme, compensation & benefits and Bonus/incentive systems by using the ERP System.
11. Personnel record files management.
12. Full and final payments and exit interviews.
13. Attendance and leaves record/information for Payroll/salary and wage calculation or invoice generation.
14. Cash book and petty cash payments process.
15. EOBI,ESSI,Labour Department issues, Workers Hygiene Tests, Death and Marriage Grants Cases, Education cess, Group insurance calculation,SDA,TMA and WAPDA etc payment and benefits process..
16. Logistic management / coordination of company vehicles.
17. Security rooster preparation and implementation as per company requirements etc.
18. Monitoring and evaluation, feedback of overall construction progress, issues and other important task/activities assigned by the project manager. Respond with accurate information in a timely manner to project manager.
19. Documentation Controlling, control, storage, security, accessibility, accuracy, automation and timeliness of organizational documents and to ensuring to generate the various document control reports.
20. Stocks receipt and issued and arrangement of personal protective equipment PPEs and accessories from the local market for insuring the safety at all levels.
21. Coordination/ Supervision, 24/7 in touch with Mills Manager for in time and first time correct execution of every tasks of housekeeping mills workers colonies, fair price shops, mess etc.
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| **Training & Certification**  |

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| **Health & Safety Trained** from **Lafarge Pakistan Cement** in **2013**  |

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| **Environmental Impact Assessment (EIA) of Industrial Estate** from **EPA Govt of Khyber Pukhtoonkhwa** in **2009**  |

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| **Master Trainer Course** from **Intel Corporation Inc** in **2003**   |
|  **Additional Information**  |

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| **Language skills** | Can read, write and speak English, Urdu and Pashto |
| **Skills & Abilities:** | Ability to work in independently.Ability to use own initiative.Strong organizational and administrative skills.Flexibility and relationship building skills.Problem solving skills in day to day and crises situation.Communication skills, Leadership skills, Team workContinuous improvement.Customer focus,adoptibility |
| **Honors& Awards:** | Outstanding academic achievement award in MBIT. |
| **Scouting** | Qualified scout from Pakistan Boys scouts Association. |
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