

Syed Arif Hussain

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Date of Birth: 16-08-1988 **Nationality:** Pakistani **Languages:** English/ Urdu /Hindi
Driving License: Yes **Visa Status:** Residence Visa

HUMAN RESOURCE PROFESSIONAL

PROFESSIONAL SYNOPSIS

HR Management Professional with +9 years of extensive experience within diversified industries. Competencies in formulating HR policies, handling multiple tasks, fulfilling organizational objectives and dealing with multicultural personnel. Well-equipped in devising and implementing coherent HR strategies while improving internal procedures and liaising with various government departments. Knowledgeable with changing regulations, policies and procedures pertinent to all aspects of Human Resource Management. Proactive and innovative team leader with excellent, communication, interpersonal, analytical, problem solving, time management and leadership skills.

CORE COMPETENCIES

- ▶ Recruitment Selection
- ▶ Human Resource Information System (HRIS)
- ▶ Compensation
- ▶ Working with Key Decision Makers
- ▶ Performance Appraisals
- ▶ Business Strategy Development and Implementation
- ▶ HR Operations
- ▶ Budgeting
- ▶ Payroll Management
- ▶ Disciplinary Issues & Employee Grievance Management

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

AL DHAHERI CAPITAL INVESTMENT LLC HR ADMINISTRATOR

**MARCH - 12 TO TILL NOW
DUBAI, UAE**

- Oversee Human Resources operations of the entire business such as recruitment, compensation-benefits, payroll, and employee relations.
- Supervise the entire life cycle of recruitments like identifying manpower specifications, sourcing, selection process, conduct of examinations and interviews.
- Plan Human Resource needs in coordination with various functional and operation Heads.
- Organize and evaluate job analysis, job descriptions plus human constraints.
- Prepare and keep payroll record; design, execute and handle payroll policies plus procedures.
- Formulate and carry out employee policies-procedures as stated in the legal requirements as well as accomplish statutory responsibility of various social laws.
- Manage employee welfare through get together, team building, recreational activities to improve productivity output and motivation levels.
- Maintain all employees' service records from joining to leaving formalities.
- To work actively with Group Director to ensure services are integrated at the point of delivery.
- To be responsible all for Human Resource functions across the company.
- To lead and take overall responsibility and accountability for the work of employees ensuring that services provided are continuously monitored and reviewed so that they are of the highest quality and the objectives and policies of the company are consistently met.
- To provide sound and creative professional advice to the Management on all areas relating to Human Resources.
- To be responsible for employee's visa processing, renewal and cancellation with the support of PRO.
- To be responsible for PRO's and Driver.
- To be responsible for the company accommodation & ensure that the employee's accommodation is well secured.

MARRIOTT HOTEL KARACHI HUMAN RESOURCE OFFICER

**APR-2007 TO FEB-2012
KARACHI, PAKISTAN**

Marriott Hotel Karachi is associated with Hashoo Group of Pakistan.

- Established and maintained an effective and efficient applicant flow from management needs assessment to testing, interviewing & offer stage.
- Devised monthly HR Reporting framework for various HR Reports to keep the management updated with regards to the HR activities and Head Counts.
- Monitoring & implementation of strict compliance of Corporate Office Policies.
- Responsible for Compensation and Benefits Management, Annual Increments and Time & leave Management.
- Established a new Performance Management System based on goal setting, individual development plans and performance achievement, linked to rewards.
- Developed Human Resource Manual.
- Organized Employee Records and updated Employee Files.
- Reorganized the Organizational Structure.
- Assisting Director HR in Strategic Human Resource Planning & Budget.
- Developed and implemented HR processes, Forms and Formats.

Work History

**WORLD CALL TELECOM LIMITED
HUMAN RESOURCE EXECUTIVE**

**JUL-2004 – APR-2007
KARACHI, PAKISTAN**

- Recruitment and Selection: Keep Org Charts updated on monthly basis, meeting with line managers, departmental secretaries, supervisors for manpower requirements.
- Devised an Attendance Management System which reduced 95% tardiness issues.
- Efficient leave management in compliance to the policies.
- Employee Health Insurance Management.
- Performance Follow Ups with New Joiners and line managers.
- Exit Interviews & End of Services settlements.
- Day to day operations of the Human Resources Division.

PROFESSIONAL SKILLS & ACHIEVEMENT

- Supervisor of the Month Awarded by the Management of Marriott Hotel.
- Ability to handle multiple tasks with good time management
- Strong analytical and IT skills
- Adaptable to change

ACADEMIC & PROFESSIONAL QUALIFICATIONS

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| Emergency First Aid Course | Pakistan Red Crescent Society |
| Certification Course in Labor Laws | Employers Federation of Pakistan |
| Effective Supervisory & Managerial Skills | Employers Federation of Pakistan |
| Focus on Growth Training Course | Hashoo Group |

ACADEMIC & PROFESSIONAL QUALIFICATIONS

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|---|--|
| Certificate Human Resource Professional (CHRP) | ITI Institute/Blue Ocean American Certification Institute (ACI) |
| Bachelors of Commerce | Dadabhoy Institute of Higher Education |
| Intermediate | Board of Intermediate Education, Karachi |
| Matriculation (Science) | Board of Secondary Education, Karachi |

TECHNICAL SKILLS

Proficient in the use of: MS-Office - (Word/Excel/Access/PowerPoint) / Emailing & Internet. Outlook Express.

REFERENCES: Available upon request