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| **Curriculum Vitae -** |
| **Name:** | Syed Ishtiaq Hussain |
| **Country** | **Pakistan** |
| **Brief Summary/Profile** | Committed and benchmark-driven individual with aligned dedication towards organizational success through continuous improvement through human resource management |
| **Language Skills:** | **Language** | **Speaking**  | **Reading**  | **Writing**  |
| English  | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent |
| Pashto | Excellent  | Excellent  | Excellent |
| **Educational & other Qualifications:** |  |
|  | **Degree/Certificate** | **Institute** | **Year** |
| **MBA** | Institute of Management Science  | 2014-2016 |
| **BBA (H)** | Institute of Management Science | 2008- 2012 |
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| **Professional Experience** |  |
| **Period: From-TO** | **Name of Activity/Project/Funding organization/****Name of Organization** | **Job Title and Activities undertaken/Description of actual role performed (Start with Current Position with Company/organization)** |
| **1st July,2022 till now** | **Regional Coordinator –PTPP(WHO)- KPK****Chip Training & Consulting.** | **Job Title: Regional Coordinator****Activities Undertaken*** Overall implementation and management of HR functions for the PTPP staff.
* Coordination and communication with WHO & it’s staff
* Ensure the PTPP-KPK project is executed as per the SOPS and clients’ requirements.
* Update the data in HRIS. From time to time based on activities.
* Updating related information of all the staff in HRIS
* Ensure timely recruitment against the vacant positions.
* Accomplish project tasks and ensures the quality of the project activities and deliverables.
* Timely sharing of the reports with the WHO.
* Acting as liaison between the staff and the WHO.
* Ensure timely completion of the investigation and also handle harassment-related cases.

Presenting progress reports and participation in meetings with head office. |
| **September 2017 - 26 June 2022** | **Liaison Corporation – Peshawar.** | **Job Title: Consultant – Strategic Project Management****Activities Undertaken*** Analyzing business practices and goals and suggesting improvements.
* Aligning the current project management practices with PMI standards.
* Facilitating the company in identifying markets and trends.
* Troubleshooting problems and implementing the solutions.
* Providing insight on effective planning strategies
* Determining growth strategies by evaluating current opportunities and revenue streams.
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| **September2015 –March 2016** | **Coffey International – Rule of Law Project. KPK** | **Job Title: Field Researcher****Activities Undertaken*** Data collection of 2700 respondents specific to the **Rule of Law** for the government of KPK.
* Conducting face to face interviews with the subject in accordance with the predetermined protocols.
* Development of interview schedules and marking of potential subjects in person or through other medium of contact.
* Review and editing of data to ensure completeness and accuracy of information.
* Community management and conflict resolution.
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| **September 2015 – March 2016** | **Habib Bank Limited – Ring road Hayatabad Branch. Peshawar.** | **Job Title: Branch Manager****Activities Undertaken*** Develop and strengthen the relationship of the customers and the bank,
* Monitor all activities taking place in the branch
* Monitor and evaluate overall progress on achievement of results;
* Provide feedback to the Regional chief on actual performance and the desired goals ;
* Suggest strategies to the entire team for differentiating our services from that of our competitors
* Report weekly, monthly, quarterly, half-yearly and annual performance of my Branch
* Maintaining a smooth liaison with the operations staff so that running of the branch is smooth
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| **August 2014 –September 2015** | **Habib Bank Limited – Hayatabad Branch. Peshawar.** | **Job Title: Relationship Manager** **Activities Undertaken*** Promoting all the products offered by HBL.
* Worked in the branch operations
* Direct role in sales and marketing
* To ensure effective implementation of SOP (SBP regulations) on a consistent basis
* Assisting the manager on convincing the business and other parties for funds
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|  |  | **Other certifications & experience*** Excellent communication skills; ability to communicate effectively across cultural groups in English, Urdu, Pashto.
* Social Media expertise
* Web Sites and Resource analysis in depth and identifying marketing opportunity
* Attended the Branch Managers Development Program at the HBL tower, Islamabad
* Attended the Basic Banking training at the HBL tower, Islamabad
* Received the basic Islamic banking training at the HBL tower ,Islamabad
* Attended the basic training session about the insurance products arranged by the Jubilee Life Insurance at Pearl Continental hotel ,Peshawar
* Internee at the Entrepreneurship Development Center, Institute of Management Sciences.
* Worked at Pearl Continental Hotel, Peshawar as Food quality check controller.
* Worked as a team leader for conducting a survey at the Jalozai Camp under UNHCR.
* Worked as an Event manager for Institute of Management Sciences under entrepreneurial development center.
* Worked as a social mobilizer for PAK-CDP in the floods.
* Attended Global entrepreneurship week 2012 and represented Institute of Management Sciences.
* Worked as a volunteer in the Zemadar Shehri campaign in cleaning Peshawar.
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