|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
|
| **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. | | | |
| **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. | | | |
| **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 | | | |
| **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 | | | |
|  |  | **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. | | | |