

# **RASHID HUSSAIN**

**Father Name:** Muhammad Hussain

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**Domicile:** Punjab (Rawalpindi), **Date of Birth:** 30<sup>th</sup> Aug 1988

## **PROFESSIONAL SUMMARY**

A middle level professional having ten years of experience in different organizations in the field of Human Resource Management, Public Relations and Administration, being capable of handling HR, Office Administration and Public Relations related functions, I am holding good interpersonal and analytical skills with the ability to meet the deadlines and prioritize workload with minimum supervision.

## **OFFICE ASSISTANT (On Contract) – (Equivalent to BPS -16)**

**NATIONAL SKILLS UNIVERSITY, H-8/4, ISLAMABAD**

**Duration: 27<sup>th</sup> Oct 2020 to 23<sup>rd</sup> Aug 2022**

### **Responsibilities:**

- Preparation of Tender Notices and Tender Documents.
- Issuance of Tender Documents and record keeping.
- Request for Proposals / Quotations.
- Evaluation of Technical and Financial Reports.
- Preparation of Comparative Statements.
- Getting Approvals.
- Closing of Project and afterward formalities.
- Releasing of Payments and record keeping.
- Office Administration and
- File work

## **ASSISTANT (On Contract) – (Equivalent to BPS -16)**

**NATIONAL UNIVERSITY OF MODERN LANGUAGES (NUML), H-9, ISLAMABAD.**

**Duration: 16<sup>th</sup> Oct, 2017 to 10<sup>th</sup> Feb, 2020**

### **Responsibilities:**

#### **Assisting Head of Department in following activities**

- Conduction of Synopsis, Departmental Defense and Final Defense.
- Preparation of the minutes of the Faculty Board of Studies meetings.
- Preparation and Compilation of Mid and Final Term Exam Results and declaration on Campus Management System,
- Dossier Preparation and Paper work of office and students from Enrollment till awarding of degree.

## **ASSISTANT OFFICER - PLACEMENT & ALUMNI AFFAIRS**

**AIR UNIVERSITY, ISLAMABAD.**

**Duration: 20<sup>th</sup> June, 2012 to 16<sup>th</sup> Oct 2017.**

### **Responsibilities:**

- Industrial Liaison: Building Industrial-Academia Relations for job / Internships placement. Create and maintain database of appropriate employer and commercial/industrial links.
- Placement: Sharing of Jobs / internship Opportunities, Facilitate employer in head hunting and placing students and graduates in their relevant industry.
- Resume Directories: Create students and graduates resume directories for recruiters.
- Event Management: Organize On Campus Recruitment Drives, Career fair, Alumni Reunion, Convocation and Engineering Projects Exhibition.
- Training & Development: Organize career development, counseling and skills building /

development training sessions, student-teacher and alumni-employer feedback/evaluations for further strategic improvement plan.

- **Coordination:** Establish, maintain and use clear, effective means of communication with all stakeholders i.e. email distribution lists, notice-boards, portals, web pages etc. Supervise and monitor students, assessing and resolving their demands, enquiries and problems.
- **Portal:** Maintain the Placement portal, including uploading placement guidelines, advertising opportunities and making general updates as required to support students and employer seeking information.
- **Reports:** Bi-Annually gathering and compilation of statistics of internships / job Placements and Alumni data showing each individual detail of Employment and Further Studies for presentation to University Board of Governors for future line of action / Placement Strategy.
- **Miscellaneous:** Work on prospectus and tenders.

## **ASISTANT MANAGER HR**

### **NATIONAL FOUNDATION FOR RESOURCE DEVELOPMENT (H-DTE, GHQ)**

**Duration:** 15<sup>th</sup> Dec, 2010 to 14<sup>th</sup> Apr, 2012

#### **Responsibilities:**

- **Recruitments & Orientation**
- **Writing of Job descriptions**
- **Preparation of Organizational & departmental Charts.**
- **Policies & Procedures:** Assist in drafting and modification of SOP's.
- **Personnel Management:** Involve in job analysis, planning personnel needs, TNA.
- **Performance Management:** Planning, monitoring & developing PM & appraisal system.
- **Compensation & Benefits:** Preparation of monthly & bi-monthly payrolls. Refund of medical bill, fuel & mobile allowance. Providing of Laptops, Official mobile & vehicle to officers.
- **ERP & HRIS:** Work on HRIS and on implementation of HRM Module of ERP.
- **Reports:** Graphical representation of supporting reports to analyze monthly and annually payrolls, employee hiring, Layoffs and exit interviews etc.
- **Hiring & Separation formalities:** Employee identity card, Police and previous employment history verification, Reference check, final settlements, experience certificate etc.
- **Disciplinary Practices:** Conflict management, warnings on misconduct and termination.
- **General Administration:** Time management, attendance & leave management, registration of staff trainings, handle the cases for probation, transfer, promotion, increments and issue HR letters and Office memo.

## **QUALIFICATION**

MS Project Management from Air University, Islamabad

Sept 2016 till July 2019

M.BA from Quaid-i-Azam University, Islamabad

Sept 2008 till June 2010

## **SKILLS**

- ERP (HR Module) and Human Resource Information System (HRIS)
- MS Office (Project, Word, Excel, Power Point, Visio & Outlook)
- Primavera P6 Professional Project Management

## **TRAINING**

**Title:** Effective Communication & Presentation Skills 20<sup>th</sup> Oct 2014 to 24<sup>th</sup> Oct 2014

**Institute:** Higher Education Commission & Allama Iqbal Open University Islamabad

## **REFERENCE**

Dr. Aamir Murad, Director HR, NUTECH

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