

Curriculum Vitae

Mr. FIDA HUSSAIN

PhD Scholar (HRM)

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Mailing Address: People™ 3rd Floor State Life Building Dera Ismail Khan KPK.

Permanent Address: Village & P/O Kotka Muhammad Khan Tehsil Domel District Bannu Kpk Pakistan.

Personal Information

Father Name: Muhammad Farooq Khan

Marital status: Married

Nationality : Pakistani

Date of Birth: April 20th, 1986

Domicile : FR Bannu KPK

CNIC # :11101-8037927-9

Professional Objective

More than 14 years of being exposed to local & international arena has sharpened me so Professionally at diversified level that makes my strategic approach, to be a part of a result- oriented & well reputed organization that provides Opportunities for personal growth and eventually, where acquired skills and abilities will be utilized towards continuous growth and advancement of the organization.

Service Line

- Research & Development**
- Human Resource Management**
- Administration**
- Accounts & Finance Management**
- Procurement & Logistic Management**
- Social & Community Development**
- Academics**
- Conducting survey**

Experience & Expertise

Sr.HR Executive Client Relationship South-KP (01st Nov-2022- up to till Date)

People Professional Private Limited Pakistan.

1. 1.Coordinate with TDO DHCSO DCO to ascertain vacant positions list2. Acquire candidates shortlist from Recruitment team and plan tests/interviews3. Visit respective UC's to conduct tests/interviews of shortlisted candidates4.Collect complete test/interview documents and forward to Recruitment team for final selection of candidates5. Ensure that recruitment packs are filled properly before for record keeping
2. 1. Execution of training plan communication of the induction training plan to candidates Admin & Logistics team to book venues.2. Facilitate administrative day sessions on SOPs during induction training. 3. Compile list of staff for Refresher Trainings and coordinate the dates with TDO DHCSO & DCO and prepare Refresher Training plan in coordination with PTC's4. Communicate with Admin & Logistics team for missing facilities at booked training venues
3. Coordinate with grievance to ensure that approved disciplinary actions are taken/entered in system letters are issued and are recorded accordingly. Coordinate with Unit Head
* Operations for salary stoppage and deductions approved by client as per policy
Review all the insurance claims before dispatching the same to HO follow up on status of claims with HO and ensure delivery of cheques to concerned family.
Leave & Attendance Management & endorsement from client for long leave request
Conduct exit interviews and ensure that all interviews are recorded.
4. Accurate and timely providing the required reports to management
5. Cooperate and support to complete internal & external audit
6. Complete special projects as per laid down SLAs and quality standards.

Project Manager Healthcare Initiative KPK (01st April 2019- 09th July 2021)

ROCHE PAKISTAN LIMITED KARACHI PAKISTAN.

- Coordination with upper and lower staff.
- Conduct training and look after.
- Meeting with Heads of different companies & organization, sign MOU documents etc.
- Provided project base data to organization for the help of future upcoming new project.
 - Received all type of data and maintain, reply to the letters etc.
 - Look after the office employee and field book.
 - Collect reporting from every month progress and send to head office Karachi.
 - Helping the HR department in different trainings tasks to implements etc.
 - Focus on goals and to achieve on time etc.
 - Office and field work book done etc.

Manager HR/ accounts (11th March 2017- 31 May 2018)
Decor Town Group of Companies Al Ain UAE.

- Provide advice and assistance when conducting staff performance evaluations
- Identify training and development opportunities
- Organize staff training sessions, workshops and activities
- Process employee requests for outside training while complying with policies and procedures Provide basic counselling to staff who have performance related obstacle
- Provide advice and assistance in developing human resource plans
- Provide staff orientations
- Monitor daily attendance. Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counselling to staff that have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Actions ensuring the continuity of services such as cancellation of events and locating keys.
- Handled all the employees record /Handled the contracts and record keeping
- Managing transport team for best result/Handled office rules and regulations
- Handle Office rent, telephone bills, internet, electricity, gas bills paid in bank and record keeping.
- Issuing Cheques, bank reconciliation, Deposits, withdraws, petty cash distribution, issuing reports following cash flow, distribution of cash salaries & over times, cash reconciliation.
- Allocating due amount, preparing payments, and company-creditors statements transactions, creditor's reconciliation. Bank accounts: Issuing Cheques, bank payment vouchers, internal bank Cash account: Deposits, withdraws, petty cash distribution, allocating impresses, issuing reports following cash flow (input & output), distribution of cash salaries & other allowances, cashreconciliation.
- Creditors account (suppliers/subcontractors): Allocating due amount, preparing payments, company-creditors statements transactions, creditors reconciliation, issuing internal and external static's reports.
- Data entry: JV's for all account process, invoice entry, ledgers entry, sustaining the balance process.

Director HR/Administrator: (Aug 2013 – Dec 2016)

Shelter for Ailing Human Being Welfare Organization “SAHBWO”, Peshawar KPK, Pakistan

- Be the first point of contact for all HR-related queries
- Administer HR-related documentation, such as contracts of employment
- Ensure the relevant HR database is up to date, accurate and complies with legislation. Access funding for training and write proposals
- Assist in the recruitment process
- Liaise with recruitment agencies
- Set up interviews and issue relevant correspondence.
- Strong administration skills

- Familiarity with business software such as Microsoft Office
- A high level of confidentiality
- Excellent interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- The flexibility and willingness to learn
- Tact and diplomacy
- The ability to work as part of a team

Admin & Accounts/HR officer: (Jan 2011 – Aug 2013)

Shelter for Ailing Human Being Welfare Organization ‘SAHBWO’ Peshawar KPK, Pakistan.

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Manager HR: (Jan 2008 – Dec 2010)

Society for Human Emancipation Development ‘SHED’ Organization Peshawar KP Pakistan.

- Assistant to Chairman, handling his meetings
- keeping employee’s attendance and job satisfaction
- managing the team work for result, managing agriculture team for best result
- Business plans for Holding company.

Visiting Lecturer: (03rd March 2014 – 20th Nov 2016)

Preston university Kohat kpk Pakistan, / Preston University Peshawar Campus Kpk Pakistan. /Peshawar Business School Peshawar Kpk Pakistan, / NCS University system Peshawar kpk Pakistan, / Brains College Peshawar Kpk Pakistan.

- Prepare and deliver lectures to undergraduate and/or graduate students on topics such as Human Resource Management, conflict Management, Brand Management, Organizational Behavior, Principal Of Marketing, Management, Organization Behavior, Recruitment And Selection/ operations management, Economics etc.
- Supervise undergraduate and/or graduate teaching, internship, and research work.
- Conduct research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media.
- Compile bibliographies of specialized materials for outside reading assignments.
- Write grant proposals to procure external research funding.
- Act as advisers to student organizations.
- Participate in campus and community events.

Education

- **Ph.D. (Human Resource Management) (course work complete, thesis in progress)**
Preston University Kohat Campus Kohat KPK Pakistan (Sep2014-till Date)
- **MS (Human Resource Management) 3.00/4.00 GPA (2011-2013)**
Mohammad Ali Jinnah University Islamabad Pakistan
- **BBA (Hons) (Human Resource Management) 65%(2005-2009)**
Kohat University of Science and Technology Kohat kpk Pakistan
- **D.com (Accounting) 59.79%(2003-2005)**
Post Graduate Commerce College Bannu kpk Pakistan
- **Matriculation (science) 62%(2000-2002)**
G H S Kotka Muhammad Khan BISE Bannu kpk Pakistan

Languages

- English, Arabic, Urdu , Pashto ,

Computer Literacy & Key Skills

- Microsoft Office 2003/2010 (Word, Excel and PowerPoint)
- Computer Skills (SPSS Program, internet used Emailing etc)

Training courses**Internship &****Workshop Attend:**

- 60 Days Internship with in National Rural Support Program (NRSP).
- 60 Days Internship with in National Bank of Pakistan Distt: Bannu Branch.
- 30 Days Training workshop on “Community Livestock” organized by Directorate of Livestock near Bacha Khan Chawk, Peshawar Sponsored by FRDP Khyber
- 05 Days Training workshop on “Activist Training” held at Peshawar
- 02 days Training on importance of Quality in Finance management for KP Based CSO’s sponsored by CHIP ORG Islamabad.
- 05 Days Training Provincial Trainings on Treat-Net Modules for Drugs Department Service Providers sponsored by UNODC in Lahore.
- 01Days Highly Innovative Educational Seminar “Qualitative Research & Data Analysis “In Preston University KOHAT KP.
- 03 Months Hotel Management Course certificate
- 03 months Admin/HR Officer Course certificate from SAHBWO NGO Pakistan.

MS Human Resource Management Thesis Topic:

- **The impact of Work-Family Conflict and Pay on Employee job satisfaction with the moderating effect of Perceived Supervisor Support in Pakistan Banking Sector.**
- **SUPERVISOR NAME & CONTACT: DR. MUHAMMAD ARIF KHAN KHATTAK MOHAMMAD ALI JINNAH UNIVERSITY ISLAMABADPAKISTAN CELL#00923335605603**

Hobbies & interest:

- Reading research articles & newspaper.
- Music listening & Singing etc.
- Playing cricket, volley ball etc.
- Social issues & solution
- Philanthropy