



SYED AMAR HUSSAIN BANOORI

House # 5, Steet # 2, Sector # A, DHA # 1, Islamabad, Pakistan

Mobile # +92-333-9633117, +92-332-5890305

E-mail: ban_amm@yahoo.com

OBJECTIVE

- ✓ An accomplished and driven professional with an entrepreneurial spirit and unmatched drive. Possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. Currently looking for a varied and challenging role with a dynamic organization.

WORKEXPERIENCE

Currently working as free lancer and consultant;

- ❖ Consultant with 3 organizations.
- ❖ Designed HR Manual , implementation of HR system, sales strategies for market penetration, recruitment for clients and designed some contracts related to employees.

Manager Operations

(Insurance- Call Center UK Based)
March 2020

Lost job in covid pendamic.



ASSISTANT MANAGER HR

(Industry- Power & Telecom)
March 2018- Feb 2020

Acting HR & Operations Manager at Nextlevel Communications Pvt Ltd.

Responsibilities:

- ✓ Reviewed process and procedures and ensuring adherence to employment and cultural difference.
- ✓ Managing and maintaining HR Budget, including training, engagements and headcount forecast.
- ✓ Encouraging manager development by equipping them with skills and improving upon their ability to lead their teams and to effectively handle employee relation issue.
- ✓ Playing an internal role in setting the culture of business, and organized social and professional events to ensure that employees understood the business values and were engaged in their roles.
- ✓ Contributing information, analysis and recommendations and establishing human resource objectives in line with organizational objectives.
- ✓ Providing guidelines and support to management on HR policies, interpretation of company policy and compliance.
- ✓ Conducting exit interviews in an effort to identify departure trends to develop retention strategies.
- ✓ Looking after Admin, Operations and Reporting Nationwide.
- ✓ Designing structures for performance monitoring.
- ✓ Proposing, designing and implementation of different structures for organizational development.

- ✓ Looking after/ coordination of sales. i.e defining targets, KPIs', timely input for improving efficiency.
- ✓ Critical analysis of business strategy to gain market competitiveness.
- ✓ Payroll.

Achievements & Profile:

- ✓ Mass recruitment.
- ✓ Retention of employees.
- ✓ Designed transparent structures for performance evaluation.
- ✓ Designed structure for reduction in absenteeism, 90% positive response.
- ✓ Been efficient in relocation of employees and resulting in sales growth.
- ✓ Desired results from TNA & trainings.
- ✓ Managing SLA's.
- ✓ Being awarded with extra responsibilities other than HR.
- ✓ Designed structure for monitoring attendance of employees in remote offices.
- ✓ Making a remote office working with the help of mix & Match strategies.
- ✓ Training and development of each department.
- ✓ Behavior change management.
- ✓ Change Management.
- ✓ Policy making.
- ✓ Work life balance- increase in productivity and efficiency.
- ✓ Induction of Health & Safety Environment.
- ✓ Grievance handling.
- ✓ Successfully resolved two wrongful termination by designing new employment contract to retain a low (at the moment) performer but best asset.



SAPPHIRE TEXTILES MILLS LIMITED
HR - OFFICER
No. of Employees=430+

(Industry – Textile)
July 17 – Feb 18

- ✓ Looked after HR of around 430+ employees and Admin & Compliance of around 1900+ employees.
- ✓ Been involved in mass recruitment and re-structuring process.
- ✓ Designed and developed HR reports in ERP system to smoothen the functions.
- ✓ Managing overall process of appointments, probation reviews confirmation, transfers, promotions and terminations.
- ✓ Supervising monthly payroll processing including attendance, leaves, overtime, income tax and other payments and deductions.
- ✓ Coordinate with Head of Departments on manpower requirement for each position in the Operation Unit.
- ✓ Ensuring that all the JDs for all the positions are up to date.
- ✓ Preparing and managing leave balance record for all the employees.
- ✓ Offered training to new employees, assisted management with coordination of sickness and holiday forms, and arranged for security passes and IT support for new joiners.
- ✓ Directed and supervised activities related to employment, compensation and employee relations.



KADO-NGO
HR Assistant

(Industry – NGO)
July 14– June 17

- ✓ Supported the HR Manager with the maintenance of management, guidelines and human resource record.
- ✓ Prepared, updated and recommended human resource policies and procedures; reported to the HR Manager.
- ✓ All other administrative activities along with reporting of field reports.

EDUCATION :



**Masters in Human Resources Management
SZABIST – ISLAMABAD, PAKISATAN**

**MHRM
2014-2015**



**Bachelor of BUSINESS ADMINISTRATION (Honors)
COMSATS INSTITUE OF INFORMATION ANDTECHNOLOG**

**(MAJORS HRM)
2010-2014**

References are available on request.
