

SYED TURAB HUSSAIN ZAIDI



Contact Information:

Address:

House No: D-35, Petal
Residency Block 9-A, Gulistan-
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Mobile:

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Turab.hussain.zaidi@gmail.com

Personal Detail:

S/O: Aijaz Hussain

D.O.B : 28, Feb, 1995

Gender: Male

Nationality: Pakistani

Marital Status: Single

Languages Known:

Urdu and English

Interests and Hobbies:

Interacting with people and
Continuous Learning, Internet,
Singing Songs

Preferences:

Location: Karachi, Pakistan

Relevant Courses

- Human Resource
- Business Communication
- Management

Career Objective:

To achieve the height of the corporate world with loyalty, dignity and hard work, that will provide growth opportunities with effective utilization of my skills and also the opportunity to learn more in a professional atmosphere.

Work Experience:

MD Productions (PVT.) LTD

March 2021 — Present

Currently working as a **Human Recourses Generalist**.

RESPONSIBILITIES:

- Manage human resource staff by recruiting, selecting and orienting employees. Posting job ads and organizing resumes and job applications
- Make approvals for transfer, new appointment, budgets and new position
- Maintaining Employees Record and filling of HR related documentations.
- Handling Attendance & Leave Management on Flow HCM Software.
- Responsible for issuing experience letters, employment letters, appointment letters
- Handling Advances for Employees as per Company SOP's
- Handling Employee Separations.
- Processing EOBI
- Processing Employee proximity cards (New/replacements as per SOP's)
- Coordination with Finance in terms for bill processing, TADA and related to HR issues.

HUM NETWORK LIMITED

Jan 2018 — Feb 2021

Worked as **HR Executive**.

RESPONSIBILITIES:

- Handling Whole recruitment process (i.e. C.v Shortlisting, interview Scheduling, onboarding, Placement, Exit Interviews.
- Handling Attendance & Leave Management on Time Trax software. Handling Employee Separations.
- Handling Advances for Employees as per Company SOP's Handling Employee Grievances.
- Maintaining Employees Recored and filling of HR related documentations.
- Processing Employee proximity cards (New/replacements as per SOP's) Bill processing for all related HR Payments.
- Handling Provident Funds request for Employees as per the company policy. Creation and handing of Purchase Request and Purchase order pertaining to bikes, proximity cards and all other expenses related to HR.
- Coordination with Finance in terms for bill processing, TADA and related to HR issues.

HUM NETWORK LIMITED

Oct 2017 – Dec 2017

Worked as an **HR Intern**.

- Update our internal databases with new employee information, including contact details and employment forms
- Gather payroll data like leaves, working hours and bank accounts
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Address employee queries about benefits (like number of remaining vacation days)
- Participate in organizing company events and careers days.

Academic Record:

- **Masters in Human Resource Management** 2021
- University of Karachi
- **Bachelor in Science (B.sc)** 2015
- University of Karachi
- **Intermediate (Pre-Engineering)** 2013
- Govt. Superior Science College.
- **Matriculation (Science).** 2011
- Muhammadi Public School.

Computer Proficiency:

- Microsoft Office/Internet.
- Flow HCM
- TimeTrax
- Oracle

Other Skills:

- Strong verbal communication skills.
- Enjoy setting up goals/target and working toward them.
- Pleasing personality with an ability to get along with everybody.
- Self-motivated with a sense of order and thoroughness to the job.

Aims & Goals:

- I want to see myself a good human as well as a good Muslim.
- Seek out new responsibilities irrespective of reward and recognition.

References:

- Will be provided when needed.