

# AKHTIAR HUSSAIN

## COORDINATION OFFICER

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### ABOUT ME

HR professional with over 7.5 years of experience specialization in Human Resource Management for service industry. I can work in every function of HR based on my competencies. My greatest strength is employee relations which enable to streamline my career of being a HR professional.

### CONTACT

C-24, Unit-01, Block-06,  
P.E.C.H.S, Behind Park  
Avenue Building, Main  
Shahrah-e-Faisal, Khi.

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### EDUCATION



**SALU, KHAIRPUR | 2017 – 2020**  
M.PHIL (HRM) | 3.72/4.0 CGPA

**SALU, KHAIRPUR | 2009 – 2012**  
MPA (HRM) | 3.39/4.0 CGPA

### PRO.SKILLS

- ✓ Analytical Skills
- ✓ Interpersonal Skills
- ✓ Leadership
- ✓ Adaptability
- ✓ Team Work
- ✓ Time Management
- ✓ Organizational

### SOCIAL LINKS

- [www.facebook.com/akhtiarali.shar.7](https://www.facebook.com/akhtiarali.shar.7)
- [www.instagram.com/akhtiarhussain0333?igshid=wj5yo81l6zsn](https://www.instagram.com/akhtiarhussain0333?igshid=wj5yo81l6zsn)
- [www.twitter.com/AkhtiarMoosa?s=09](https://www.twitter.com/AkhtiarMoosa?s=09)
- [www.linkedin.com/in/akhtiar-moosa-hussain-59ab51201](https://www.linkedin.com/in/akhtiar-moosa-hussain-59ab51201)

## PROFESSIONAL EXPERIENCE

(Coordination Officer)

**Pakistan Industrial Technical Assistance Centre, Regional Office, Sindh (July 2015 – To Date)**

### KEY JOB RESPONSIBILITIES

Coordinate with Federal to Provincial Ministry of Industries & Directorate of Industries. Communicate with Directorate of Labor, STEVTA and Chamber of Commerce. Visit industries and industrial zones in Karachi.

### LEARNING & DEVELOPMENT

Organize different managerial Training programs. Plan & organize Management Development Programs In house & External with coordination to Public & Private universities, Karachi Chamber of Commerce, NAVTTC, KATI, NKATI, BQATI, Food Industries, Pharmaceutical Industries, Auto parts Industries and Textile Industries etc. Design & manage Internships & Management Training Program (MTO).

### ADMINISTRATION RESPONSIBILITIES

Provide coordination support to relevant departments on issues of an interdepartmental nature in order to ensure timely and appropriate implementation of agreed policies. Monitors and coordinates accounting activities as appropriate and prepare internal reports for management, participates in budget planning and management as required.

Assisting departments to schedule students by assigning modalities and grading classifications, developing and implementation of beginning and end of term processes. Preparation of schedules, allocating instructors to different courses and monitoring costs to keep programs within budget.

Preparation of progress reports for the senior management team and maintain employees' training records.

Assessing the workforce's current skill levels and comparing them with the skills required to meet future business objectives. Discussing training requirements with departmental heads and developing training programs.

Planning and evaluating the resources needed to meet training and development goals. Motivating trainers / instructors to use online training programs to supplement the face-to-face sessions.

### INTERNEE

**F.B.R. Sukkur (July 13 to Aug 13)**

Preparation and e-filing of income tax returns of salaried and business individuals. Preparation and e-filing of Wealth statements. Preparation of Tax Payment receipts. Application for registration of Income & Sales Tax.



### ASSISTANT HR, HR DEPARTMENT SAFWCO. Hyderabad (July 13 to July 14)

Substantiates applicants' skills by administering and scoring tests. Schedules examinations by coordinating appointments. Provides secretarial support by entering, formatting and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies. Maintaining technical knowledge by attending educational workshops, reviewing publications.



### PROFESSIONAL CERTIFICATION COURSES

Attended four days training session on "Train the Trainer" conducted by ACI & PITAC from 08 March to 11 March, 2016.

Attended regular workshop on "Project Management" conducted by PITAC, Lahore from Aug 2015 to Oct, 2015. Conducted & attended 04 days workshop on "Problem Solving & Decision Making" organized by Pakistan Institute of Management (PIM).

### PUBLICATIONS IN JOURNALS

Akhtiar Hussain Shar, Qamar Abbas Mangi, Hassan Jawad Soomro, Zulfiqar Ali Rajper, Ghulam Abbas Khaskheli: "Study of Emotional Dissonance and Service Delivery among the employees of Banking Sector: A Mediating effect of Emotional Intelligence & Moderating Effect of E-banking" at International Journal of Psychosocial Rehabilitation Vol 24 DOI: 06/20. Hassan Jawad Soomro, Ghulam Akbar Khaskheli, Awais Khan Jumani, Akhtiar Hussain Shar, "Intervening analysis of internet marketing between the relationship of brand awareness and online purchase decision of mobile products among the students of Heis in Pakistan" at Indian Journal of Science and Technology, 13(15), 1535-1545. (2020). DOI: 10.17485/IJST/v13i15.39. Date of Publish: (31.05.20) Ghulam Akbar Khaskheli, Zulfiqar Ali Rajper, Qamar Abbas Mangi, Raja Sajid Hussain, Akhtiar Hussain Shar : "A mediation analysis of social media marketing between the relationship of Entrepreneurial Marketing Strategies and the performance of small & medium enterprises" at Indian Journal of Science & Technology, 13(15), 1535-1545. (2020). DOI: 10.17485/IJST/v13i15.39. Date of Publish: (11.08.20)