



# SYED SHAHZAIB HUSSAIN

HR ENTHUSIAST

+92.312.1268249

syedshahzaib854@Gmail.com

Malir, Karachi, Pakistan

<https://www.linkedin.com/in/syed-shahzaib-30965117a>

## SUMMARY

Seeking an opportunity to enhance my skills and knowledge with the coordination of staff and respectful seniors and perform multitask operations at a time and make a reputable environment with them.

## EDUCATION

**Karachi University Business School**  
**MBA (Human Resource Management)**

2022 - In Progress

**Karachi University Business School**  
**BBA ( Human Resource Management)**

2017 - 2021

## CORPORATE EXPERIENCES

**DOLMEN REAL ESTATE MANAGEMENT PVT. LTD, KARACHI, PAKISTAN**

Nov 2021 - Present

### Executive Contract & Leasing

- Review Document pertaining requirements of Lease and License Agreement.
- Managing Document Control System for all properties and ensure fast retrievals of Contract Renewals.
- Follow up with the Tenant/Landlord and internal Team to get an expected schedule related to contracts Agreement.
- Process all contracting services at timely manner.
- Escalate Waiver/Termination/Extension/Introduction/Revised contract of Lease Agreement.

**JUBILEE LIFE INSURANCE COMPANY LIMITED, HEAD OFFICE, KARACHI, PAKISTAN**

Feb 2020 - Nov 2021

### Assistant Executive Retail Investment

- Analyze the Financial & Non Financial statistical Weekly data of all policies and report into CISII 2021 SECP Software,
- Update all the data as per customer request into Conventional and Takaful
- Generation of Financial Endorsement, Communication updating, Revival Policy, Closure of Policy letters from system & entered in CRM.
- Leading and supervising Karachi regions and distribute workload equal into Regions Preparation of Branch transmittal's for sending different letters, memos & cheques in Branch.
- Creating Surrender and Partial withdrawal Request in CRM and issuing cheques request to Finance on current market

**AL KARAM TEXTILE MILL KARACHI, HEAD OFFICE, KARACHI, PAKISTAN**

Aug 2019 - Oct 2019

### HR Trainee

- Responsible for File Making and File screening
- Shortlisted the Candidates According their Field
- CV Scrutning and processing for Relevant Field
- Confirmed MTO's Batch 2019 of Al-Karam Textiles Department.
- Co-ordinate with Manager of Home Industry Textile in Hiring Process
- Virtually Confirmed Interviews and Communicate via E-mail

**FAYSAL BANK LIMITED, KARACHI, HEAD OFFICE, PAKISTAN**

Apr 2019 - Jun 2019

### HR Trainee

- Responsible for File screening on Pre-Joining or Confirmation Phase of Appraisal
- Confirmed 2019 Batch MTO's & TBSO's Files & approved by Head of Business Partners
- Perform Task to make Benchmarking According to Officer Grades (OG) Work
- Work on Project Relation Management Of Faysal Bank Employee
- Virtually Communicate to MTO's and TBSO's

## CERTIFICATIONS



## SKILLS

1. Communication Skills



2. Decision Making



3. Team leading



4. Data Analytics & Reporting



5. MS Excel



6. Presentation Skills



## INTERESTS

1. Watching Tutorials

2. Playing Cricket

3. Reading Books

# SYED SHAHZAIB HUSSAIN

[Syedshahzaib854@gmail.com](mailto:Syedshahzaib854@gmail.com) | (+92) 312-1268249 | Millat Garden Malir, Karachi, Pakistan

**Dear Recruiter,**

I'm contacting you regarding your advertisement for the Human Resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me a superb candidate.

To date I feel my strongest abilities are:

- Increasing employee retention by rigorously maintaining a positive work environment
- Developing targeted outreach recruitment programs to recruit the best talent and meet all departmental hiring requirements
- Creating user-friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing
- Arbitrating labor disputes in collaboration with the legal department

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position. This opportunity would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Sincerely,

**Syed Shahzaib Hussain**