



Syed Asim Ali Qazi

Manager Human Resource at Mushko PrintingSolution

Professional Management seeks an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance the overall strategic plan and direction of an organization. Highly responsible Training Manager focused on developing and conducting unique training Sessions for a better understanding of the company's products and processes.

* Strengths & Skills

- ✓ Legal Issues
- ✓ Policy Implementation
- ✓ EOBI & SESSI Online Registration
- ✓ Recruitment & Selection
- ✓ Transportation & Traveling
- ✓ MS Office
- ✓ Social Compliance Audit
- ✓ Payroll/Personnel & Attendance
- ✓ Employee E-Appraisal
- ✓ Employee Handbook
- ✓ Customer Carrying Priority Satisfaction
- ✓ Labour Laws
- ✓ Health & Safety
- ✓ Hiring & Firing Process
- ✓ Job Description & KPI
- ✓ Maintenance and Janitorial
- ✓ Email Correspondence
- ✓ Time Trax ERP Software

* Certifications

Social Security Training SESSI	Dec 2011
Civil Defence Basic Training Government of Sindh	Oct 2011
Microsoft Office Al Badar C.L.A	Jan 1999

▪ Experience 16 years

Mushko Printing solutions Manager Human Resource	1 year	Oct 2021 - Sep 2022
OHS Foods (Del Frio/ Cocochan / Ocean & Bella Vita) HR / Admin Executive	3 months	Jun 2021 - Sep 2021
Naeem Impex (pvt) Ltd. Manager HR / Admin & Compliance	2.9 years	Jul 2018 - Jun 2021
Multinational Export Bureau Assistant Manager HR & Compliance	4 years	Jan 2011 - Jan 2015
Vision International (PVT) Dadabhoy Silk Group HR/Admin assistant	5.3 years	Mar 2005 - Jun 2010
Dalda Foods (Pvt.) Ltd Store Assistant	2.1 years	Aug 2002 - Sep 2004

* Projects

Social Compliance Handbook (Naeem Impex (pvt) Ltd.)

* Contact Info

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North Karachi
Karachi, Pakistan

* Academics

Bachelor | 2004
University of Karachi, Karachi

* Awards

- Extra Bonus on performance based | 2013

* Industries

- Textiles/Garments Distribution
- and LogisticsFood & Beverages
- Hotel Management / RestaurantsLaw
- Firms/Legal Recruitment/Employment
- Firms Services
- Warehousing
- Human Resource Management
- Planning and Development
- Transportation Engineering
- Safety & Security
- Information security

* Functional Areas

- Administration
- Advertising
- Architects & Construction
- Executive Management
- Field Operations Human
- Resources Safety &
- Environment
- Supply Chain Management
- Warehousing
- Creative Design
- Hotel/Restaurant Management
- Industrial Production
- Maintenance/Repair Monitoring
- & Evaluation (M&E) Operations
- Planning & DevelopmentPublic
- Relations
- Training & Development
- Social Compliance Audit

* Languages

- Urdu – Professional
- English – Medium

* Hobbies

- Cricket World Cup
- Football World Cup

▪ Work History

Mushko Printing solutions

Oct 2021 - Oct 2022 (1 year)

Manager Human Resource

Karachi, Pakistan

Job Responsibilities

- Setup HR policies, procedures, and best practices in line with applicable laws and regulations.
- Research, suggest and implement competitive pay structure for various employee categories based on market survey and trends.
- Implement policies and procedures to identify, acquire and retain top notch talent.
- Counsel supervisors on candidate selection, conducting and analyzing exit interviews.
- Prepare KPIs for each position and ensure timely processing of performance evaluations.
- Implement employee training and on-boarding programs.
- Suggest and implement plans to identify and reward high achievers.
- Develop a culture of Innovation, and strong work ethics.
- Suggest and implement employee engagement programs and nurture a positive culture within the organization to ensure employee satisfaction, motivation, and high employee retention.
- Train and assist managers in appraising employee work and productivity using quantifiable metrics.
- Develop employee benefit plans consistent with company growth.
- Exerprties in TIME TRAX Cloud SoftwareEOBI & SESSI Online Registration Manage
- Attendance
- Manage Payroll
- Manage Recruitment
- Manage Legal Issues
- Manage Hiring and Firing
- Manage Discipline
- Policies and implement
- Employees orientation with Business
- Employees Appraisal Anual performances
- Key Performance Indicator
- 360-degree review reports
- Job Descriptions
- Arrangement of Traveling & Transportation
- Health Insurance Record Addition & Deletion
- Fuel Record adjustment (PSO) Card Online
- Daily updating Emails and Processes
- Finding issues and resolved for organizational growth and improvement

OHS Foods (Del Frio/ Cocochan / Ocean & Bella Vita)

Jun 2021 - Sep 2021 (3 months)

HR / Admin Executive

Karachi, Pakistan

Job Description:-

Manage all matters mentioned are as bellowing:-

- Payroll and Attendance.
- Recruitment/ Interviews, Hiring and Firing.
- Leaves Record.
- Meetings of Planning and orientation about the Business.
- Provident Funds of all Employees.
- Legal Issues.
- E.O.B.I (Online)
- S.E.S.S.I (Online)
- Hygiene Records and Personnel Hygiene Trainings.
- Fire Fighting, Fire Drill, and First Aid Training.
- Renovations and Maintenance.
- Traveling Maters
- Quotation and Negotiate.
- Fuel and Sims allotment
- Group Insurance Record.
- Security Issues.
- Housekeeping.

- Water and Electricity Consumption.
- Customer Caring.
- Job Description.
- Standard Operating Procedure.
- Social Policies implementation and Procedures.

Naeem Impex (pvt) Ltd.

Jul 2018 - Jun 2021 (2.9 years)

Manager HR / Admin & Compliance

Karachi, Pakistan

Job Description:-

- Working with the accounting and management team to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, training sessions, and travel, and transportation issues.
- Ensuring the office is stocked with necessary supplies and all equipment is working and properly maintained.
- Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
- Manages the maintenance and repair of machinery, equipment, Construction works, Furniture, Electrical, and mechanical systems.
- Develops and implements policies and procedures to improve operations and function of the department.
- Ensure personnel files and HR system are constantly maintained with updated information as per law.
- Maintain System Operating process (SOP) and Job Descriptions.
- Making Employee Handbook and Orientation of all newly hired employees.
- Making HR Policies and managing system Hiring, Firing Procedures, and channels.
- Manage to train events and training courses.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Maintained payroll for all kinds of types for compliance, Actual, and other formats.
- Maintain all personnel records from workers' registration to elimination/termination as per law and compliance format.
- Maintain EOBI Contribution list for all employees' online submission & SESSI contribution list for minimum waged employees with online registration SESSI & EOBI cards.
- Maintain daily attendance for all employees and information by email to the immediate boss, In-charge & HOD for keep acknowledge employee's punctuality.
- Maintain overtime for all employees as per law, compliance, and company policy.
- Type all kinds of letters in English & Urdu.
- Table Talk with Legal Issues.
- Social Compliance Audit (BSCI-Amfori, Gots, Sedex, Wrap, Oekotex)

Multinational Export Bureau

Jan 2011 - Jan 2015 (4 years)

Assistant Manager HR & Compliance

Karachi, Pakistan

Job Description:-

- Maintain payroll for all kinds of types for compliance, Actual, and another format.
- Maintain all personnel records from workers' registration to elimination/termination as per law and compliance format.
- Maintain EOBI Contribution list for all employees & SESSI contribution list for minimum waged employees with registration SESSI & EOBI cards.
- Maintain daily attendance for all employees and information by email to the immediate boss, In-charge & HOD for keep acknowledge employee's punctuality.
- Maintain overtime for all employees as per law, compliance, and employer requirement.
- Type all kinds of letters in English & Urdu.

Vision International (PVT) Dadabhoy Silk Group

Mar 2005 - Jun 2010 (5.3 years)

HR/Admin assistant

Karachi, Pakistan

Job Description:-

- Maintain payroll for all kinds of types for compliance, Actual, and another format.
- Maintain all personnel records from workers' registration to elimination/termination as per law and compliance format.
- Maintain EOBI Contribution list for all employees & SESSI contribution list for minimum waged employees with registration SESSI & EOBI cards.
- Maintain daily attendance for all employees and information by email to the immediate boss, In-charge & HOD for keep acknowledge employee's punctuality.
- Maintain over time for all employees as per law, compliance, and employer requirement.
- Type all kinds of letters in English & Urdu.

Dalda Foods (Pvt.) Ltd

Aug 2002 - Sep 2004 (2.1 years)

Store Assistant

Karachi, Pakistan

- Maintain stock levels in store.

- Create merchandising displays.
 - Assist customers by identifying products to suit their needs.
 - Handle payments.
 - Deliver customer service.
 - Receive and unpack stock.
 - Provide assistance to the store manager in his day-to-day tasks.
 - Greet and welcome customers to the store in a pleasant manner.
 - Assist store staff in displaying products in an easy-to-locate manner.
 - Assist and help customers in locating their items of purchase.
 - Inspect items and products for any breakages or damages.
 - Assist store staff in managing inventory controls.
 - Maintain the store area neat and clean and sanitized.
 - Handle safely and delicately the items and products in a store.
 - Cartwheel and haul customers' purchases up to the exit point.
 - Implement best standards in providing customer services in a store setting.
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