



Massab Abbasi

Assistant Manager Human Resources

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DATE OF BIRTH

30 October 1986

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01 PROFILE

Master in Business Administration (MBA).

Human resources representative with experience managing employee benefits, employee hiring and onboarding, performance management, Payroll and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Along with hands on experience in project handling, work on the different business sites, process management, report generation and proper documentation of project related matters.

02 EMPLOYMENT HISTORY

Mar 2018 — Present

Karachi

Assistant Manager Human Resources at Pakistan Security Printing Corporation

Develop and implement HR strategies and initiatives aligned with the overall business strategy
Bridge management and employee relations by addressing demands, grievances or other issues
Manage the recruitment and selection process
Support current and future business needs through the development, engagement, motivation and preservation of human capital
Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
Nurture a positive working environment
Oversee and manage a performance appraisal system that drives high performance
Maintain pay plan and benefits program
Assess training needs to apply and monitor training programs
Report to management and provide decision support through HR metrics
Ensure legal compliance throughout human resource management.

Nov 2016 — Feb 2018

Karachi

Executive Admin at Institute of Business Administration (IBA)

Managing the day-to-day operations of the office
Inventory stock counts, organizing and maintaining files and records
Preparing and editing correspondence, reports, and presentations
Maintaining appropriate inventory levels and restocking/supply chain
Maintain executive's appointment schedule (planning and scheduling meetings, conferences,

etcetera)Event Management for all special occasions and coursesProcesses invoices and
requisitionsMonitors and reconciles controllable expenses

Nov 2015 — Oct 2016

Karachi

Service Level Coordinator at InBox Business Technology

Day-to-day operations and administrative functions of the services centers.Assist Project Manager in performing daily key compliance & overseeing activities for services centers.Participate in projects to improve processes and enhance the client experienceInventory Management & Internal AuditEffective communication skills with internal and external contacts at all levelsManage and coordinate client meeting preparation and logisticsDell Certified Engineer's (Nationwide), Dell Logistics Partner, Dell Tech Support TeamManaging Logistics (DELL Project)Provide training to Service Coordinators (Nationwide)Execute assigned operational tasks and programs in preset time frameKeep track and caring customer until each of service cases finishedCoordinating, gathering information and resolve Customer's complaint

Jan 2014 — Dec 2014

Karachi

Assistant Project Coordinator at Business Links International Pvt. Ltd

Managing and leading the project team, co-ordination with partners and all relevant stakeholdersDetailed project planning and control, developing and maintaining a detailed project planManaging project deliverables, progress and performance and recording & responding to project issuesWorking closely with users to ensure the project meets business needsAbility to maintain records, prepare reports, and conduct correspondence related to the workCommunicate effectively, build consensus, facilitate working sessions, and negotiating solutionsKnowledge of file maintenance and report generation methodsWorking on business development sites to get project for company using different platformsCoordination of works at job siteTo assist other members of the regional operational team as appropriateUndertake Purchase Orders as requested by project managers and supervisorsTo use and update project specific processes and procedures.To understand and complete all work related documentation accurately and on timeTo understand and comply with policies and procedures

Apr 2012 — Sep 2013

Karachi

Assistant Project Coordinator at E- Reality Solutions

Created IT Audit process and able to prepare detailed written instructions and documentationAbility to maintain records, prepare reports, and conduct correspondence related to the workEffective communication, build consensus, facilitate working sessions, and negotiate solutionsKnowledge of file maintenance and report generation methodsWorking on business development sites to get project for companies using different platformsWorked on quality assurance of Mobile Application council tax finderRate management (Update Rates and availability on four extranets each, thrice a day for two hotels in UK)Council Tax Finder data mining, sorting, updating data and quality assuranceQuality Assurance of erealitysolutions.com, rekodiqservices.com, conciltaxfinder.com, northstar.com,kettlebellcardio.com and Council Tax Finder Mobile Application. (Android, iPhone).Knowledge of SEO, SOP task for networking. (V-tiger, OS tickets, Susi Mail Server)Worked on North Star and Kettle Bell Cardio Website (Word press)

Jan 2010 — Apr 2012

Karachi

Sales Executive at Business Links International Pvt. Ltd.

Listening to customer requirements and presenting appropriately to make a sale
Maintaining & developing relationships with existing customers
Cold calling to arrange meetings with potential customers to prospect for new business
Responding to incoming email and phone enquiries
Acting as a contact between a company and its existing and potential markets
Gathering market and customer information
Representing the organization at trade exhibitions, events and demonstrations
Negotiating on price, costs, delivery and specifications with buyers and managers
Liaising with suppliers to check the progress of existing orders
Gaining a clear understanding of customers' businesses and requirements
Attending team meeting and sharing best practice with colleagues.

03 EDUCATION

Sep 2017 — Oct 2020

Karachi

SZABIST

Master of Business Administration (MBA)

Feb 2012 — Jan 2016

Karachi

KASBIT

Bachelor of Business Administration

04 SKILLS

Recruitment , On
boarding

● ● ● ● ●

Effective Time
Management

● ● ● ● ●

Payroll Management

● ● ● ● ●

Ability to Multitask

● ● ● ● ●

Training &
Development

● ● ● ● ●

Communication Skills

● ● ● ● ●

Employee Recruitment
& Retention

● ● ● ● ●