

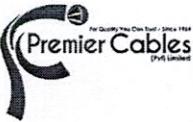
	<p><b>Syed Asfandyar Karim</b>  <i>Master's in Business Administration</i>  (Human Resource Management)</p>	<p><a href="mailto:Asfandyar.karim@hotmail.com">Asfandyar.karim@hotmail.com</a>   0334-3611899   0213-4521819   House#:112-EBlock2PECHS,Karachi </p>
<p><i>"I find it most rewarding where my skills, experience and education contribute to the strategic objectives of the organization"</i></p>		

#### Education Highlights:

<u>Qualification</u> 	<u>Institution</u> 	<u>Status</u>
Masters in Business Administration (MBA) HRM	Newports Institute of Communications and Economics – Pakistan	Awarded degree in August 2010 with majors in Human Resource Management (HRM)
Bachelors of Commerce (B.Com)	University of Karachi – Pakistan	Awarded degree in April 2006
Higher School Certificate (HSC) – Commerce	St. Patrick's College (Board of Intermediate Education) – Sindh, Pakistan	Awarded certification in September 2002

#### Professional Experience:

<u>Period</u>	<u>Company</u>	<u>Job Description</u>
February 10th' 2020 – March 26th' 2021	 <b>McLean Intelligent Workforce</b> Training & Staffing Solutions <b>MIW</b>	<p><b>Manager Human Resources &amp; Corporate Affairs</b></p> <p>Ensure implementation of Company policies and standardized processes within the Company facility.</p> <p>Assist in defining facility strategies (i.e. training, safety)</p> <p>Manage the payroll, bank related &amp; Insurance matters</p> <p>Facilitate issue resolution between employees and managers, as required. Coordinate staffing activities (including recruiting/interviewing, selections, and placement).</p> <p>Act as a consultant to Business Leaders for Human Resource issues (i.e., career development, staffing, discipline, performance and talent management)</p>
April 2014 – February 2020	 <b>ApexChat</b> - Break Thru (formerly KSH Solution)  ApexChat provides Live Chat software and service that helps online businesses turn valuable advertising website clicks into customers.  ApexChat is currently processing 80,000+ chats per month on behalf of 9000+ US businesses.	<p><b>Human Resource Manager:</b></p> <p>Identify staff vacancies and recruit, interview and select applicants.</p> <p>Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management. Preparing staff handbooks.</p> <p>Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.</p> <p>Conduct exit interviews to identify reasons for employee termination. I had 2 executives working under me.</p> <p><b>Internet Service Representative:</b></p> <p>Process Live Chats on behalf of US based businesses based in US, Canada and Australia. Industries such as Automotive dealerships, Law Firms, Cosmetology and more.</p>
Nov 2013 – March 2014		

April 2013 – August 2013	 Liaquat National Hospital & Medical College	<b>Liaquat National Hospital &amp; Medical College</b> , located at the center of the city is the largest private sector care hospital serving the society for the last 56 years.	<b>HR Officer:</b> Working on Employee records, conducting Interviews, tests Completing Employee Process from Hiring to Probation to Confirmation till Resignation.
Feb 2012 – October 2012		Producers of high quality telecom cables, jelly filled Cables, Drop Wire and cables, S.S. Aerial Cables, special insulated cables for the telecommunication industry.	<b>Assistant Manager:</b> Working with the Imports department and handling email correspondence, preparing letters on behalf of the Company for various related work and preparation of LC's (letter of credit)
February 2011 – December 2011		Producers of global summits, strategic business conferences, congresses and corporate marketing events.	<b>Sales Executive:</b> Worked within the sales team and was involved in selling tickets to events and exhibitions held in the GCC region.
March 2010 – September 2010		American restaurant chain and international franchise that offers different styles of pizza.	<b>Trainee Manager:</b> Worked as a Trainee Manager at 3 major outlets in Karachi.
March 2005 – August 2005		OutSource 'R' Us (ORU) is an American based offshore call center with its headquarters in Oakbrook, Illinois, USA.	<b>Bill Collection Executive:</b> Worked as a Bill Collection Executive

- Attended and represented ApexChat at Job Fair UCCC-2K18 Career Fair at Expo Center on September 5th, 2018.
- Attended and represented ApexChat at Job Fair 2018 held at PAF Main Campus (Korangi creek) on 28th November '18 Both for the purpose of Recruitment and company Branding & Promotion
- Attended "Talent Forum 2019" organized by Learning Minds at Karachi School of Business and Leadership on behalf of ApexChat

#### Other Skills and Achievements:

- I have attended courses in Microsoft Office which has enabled me to use it as my primary tool for designing business reports, spreadsheets, schedules, general correspondences and presentations.
- Proficient in oral and written English. Obtained 1<sup>st</sup> position at Berlitz Language Center (Level 5) and achieved a score of 6.5 in IELTS
- Exposure to multicultural and multinational environments through schooling done in various International Schools in the Middle East, Africa and Europe, having lived and travelled to Lagos, Bahrain, Athens, Dubai and London.
- Honest and committed as an individual, having the ability to take initiatives, direct people and make things happen by establishing effective priorities in a competitive environment.
- Excellent Presentation Skills in University courses.

#### Personal Information:

Fathers name: Syed Amjad Karim

Date of birth: 5 January 1984

Nationality: Pakistani

NIC: 42201-1994942-3

Marital Status: Married

#### References:

To be furnished upon request.



<p style="text-align: center;"><b>Syed Asfandyar Karim</b>  <b>Master's in Business Administration</b>  (Human Resource Management)</p>	<p style="text-align: right;"><a href="mailto:Asfandyar.karim@hotmail.com">Asfandyar.karim@hotmail.com</a> </p> <p style="text-align: right;">0334-3611899 </p> <p style="text-align: right;">0213-4521819 </p> <p style="text-align: right;">House#:112-EBlock2PECHS,Karachi </p>
<p><i>"I find it most rewarding where my skills, experience and education contribute to the strategic objectives of the organization"</i></p>	

#### Education Highlights:

<u>Qualification</u> 	<u>Institution</u> 	<u>Status</u>
Masters in Business Administration (MBA) HRM	Newports Institute of Communications and Economics – Pakistan	Awarded degree in August 2010 with majors in Human Resource Management (HRM)
Bachelors of Commerce (B.Com)	University of Karachi – Pakistan	Awarded degree in April 2006
Higher School Certificate (HSC) – Commerce	St. Patrick's College (Board of Intermediate Education) – Sindh, Pakistan	Awarded certification in September 2002

#### Professional Experience:

<u>Period</u>	<u>Company</u>	<u>Job Description</u>
February 10th' 2020 – March 26th' 2021	 <b>McLean Intelligent Workforce</b> Training & Staffing Solutions  <b>MIW</b>	<p><b>Manager Human Resources &amp; Corporate Affairs</b></p> <p>Ensure implementation of Company policies and standardized processes within the Company facility.</p> <p>Assist in defining facility strategies (i.e. training, safety)</p> <p>Manage the payroll, bank related &amp; Insurance matters</p> <p>Facilitate issue resolution between employees and managers, as required. Coordinate staffing activities (including recruiting/interviewing, selections, and placement).</p> <p>Act as a consultant to Business Leaders for Human Resource issues (i.e., career development, staffing, discipline, performance and talent management)</p>
April 2014 – February 2020	 <b>BreakThru</b>  	<p><b>Human Resource Manager:</b></p> <p>Identify staff vacancies and recruit, interview and select applicants.</p> <p>Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management. Preparing staff handbooks.</p> <p>Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.</p> <p>Conduct exit interviews to identify reasons for employee termination. I had 2 executives working under me.</p> <p><b>Internet Service Representative:</b>  Process Live Chats on behalf of US based businesses based in US, Canada and</p>
Nov 2013 – March 2014		

April 2013 – August 2013	 Liaquat National Hospital & Medical College	<b>Liaquat National Hospital &amp; Medical College</b> , located at the center of the city is the largest private sector care hospital serving the society for the last 56 years.	<b>HR Officer:</b> Working on Employee records, conducting Interviews, tests Completing Employee Process from Hiring to Probation to Confirmation till Resignation.
Feb 2012 – October 2012	 Premier Cables	Producers of high quality telecom cables, jelly filled Cables, Drop Wire and cables, S.S. Aerial Cables, special insulated cables for the telecommunication industry.	<b>Assistant Manager:</b> Working with the Imports department and handling email correspondence, preparing letters on behalf of the Company for various related work and preparation of LC's (letter of credit)
February 2011 – December 2011	 Marcus Evans	Producers of global summits, strategic business conferences, congresses and corporate marketing events.	<b>Sales Executive:</b> Worked within the sales team and was involved in selling tickets to events and exhibitions held in the GCC region.
March 2010 – September 2010	 Pizza Hut	American restaurant chain and international franchise that offers different styles of pizza.	<b>Trainee Manager:</b> Worked as a Trainee Manager at 3 major outlets in Karachi.
March 2005 – August 2005	 MALCOLM S. GERALD AND ASSOCIATES, INC.	OutSource 'R' Us (ORU) is an American based offshore call center with its headquarters in Oakbrook, Illinois, USA.	<b>Bill Collection Executive:</b> Worked as a Bill Collection Executive

- Attended and represented ApexChat at Job Fair UCCC-2K18 Career Fair at Expo Center on September 5th, 2018.
- Attended and represented ApexChat at Job Fair 2018 held at PAF Main Campus (Korangi creek) on 28th November '18 Both for the purpose of Recruitment and company Branding & Promotion
- Attended "Talent Forum 2019" organized by Learning Minds at Karachi School of Business and Leadership on behalf of ApexChat

#### Other Skills and Achievements:

- I have attended courses in Microsoft Office which has enabled me to use it as my primary tool for designing business reports, spreadsheets, schedules, general correspondences and presentations.
- Proficient in oral and written English. Obtained 1<sup>st</sup> position at Berlitz Language Center (Level 5) and achieved a score of 6.5 in IELTS
- Exposure to multicultural and multinational environments through schooling done in various International Schools in the Middle East, Africa and Europe, having lived and travelled to Lagos, Bahrain, Athens, Dubai and London.
- Honest and committed as an individual, having the ability to take initiatives, direct people and make things happen by establishing effective priorities in a competitive environment.
- Excellent Presentation Skills in University courses.

#### Personal Information:

Fathers name: Syed Amjad Karim

Date of birth: 5 January 1984

Nationality: Pakistani

NIC: 42201-1994942-3

Marital Status: Married

#### References: