



Syed Zohaib Akhtar

HR & Administration Executive at Universal Coating Films Pvt Ltd

Executive HR & Administration with proven career track of making positive organisational change, increasing employee satisfaction, productivity and retention.

Over 07 years' working experience in directing full scale Human Resources and Admin operations.

Contact Info

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Sharjah, United Arab Emirates

Strengths & Skills

- ✓ Active Person
- ✓ Counseling
- ✓ Graphic Design
- ✓ MS Office
- ✓ Risk Management
- ✓ Working knowledge of bookkeeping tasks
- ✓ Administrative / Secretarial
- ✓ Document design
- ✓ Human Resources
- ✓ Problem Solving
- ✓ validated ability to motivate and energize staff
- ✓ Administrative Skills
- ✓ EMT / Firefighter
- ✓ MS Excel
- ✓ Purchasing
- ✓ well work

Academics

Title	Institute	Score	Date
Bachelor of Commerce from University of Jamshoro Sindh.	Bachelor of Commerce from University of Jamshoro Sindh., Jamshoro	56%	2020
Intermediate (Commerce) from board of Intermediate Education .	Govt. National College, Karachi	45%	2011
Matriculation (Science) from Board of Secondary Education .	Gillani Grammer Secondary School, Karachi	56%	2009
Graphics designing (Adobe Photoshop, Adobe Illustrator & Video editing)	PAK College, Karachi	64%	2008

Certifications

Title	Authority	Date
Health & Fire Safety https://haseenhabib.com/	HASEEN HABIB TRADING Pvt Ltd	Starting October 2021
Administrative Skills https://www.expertshouse.org/	EXPERT HOUSE	Starting April 2018
MS OFFICE https://sdckarachi.org.pk/	SKILLS DEVELOPMENT COUNCIL	Starting May 2008

Experience 7 years

Company	Designation	Duration	
Universal Coating Films Pvt. Ltd	HR & Administration Executive	Apr 2022 - Jan 2023	9 months
Millennium Engineering Pvt Ltd	Senior Executive Administration	Nov 2017 - Mar 2022	4.3 years
HRSO Outsourcing	Work Force Administrator	Jan 2015 - Oct 2017	2.8 years

Work History

Universal Coating Films Pvt. Ltd

Apr 2022 - Jan 2023 (9 months)

HR & Administration Executive

Karachi, Pakistan

- To maintain personnel files of employees of the company.
- Responsible for screening resume, short listing of potential Candidate and interview scheduling.
- Posting jobs related to different position available on Company's Face book, LinkedIn & page.
- To be responsible for coordination of interviews for management staff
- Coordinates all administrative tasks such as employee health insurance, annual, casual and sick leave, leave of absence and employee

assistance.

- Actively involved in the development and implementation of SOP's & HR policies, administrative and procurement policies and procedures.
- To be responsible for attendance management & Contractual labor.
- To be responsible for orientation of New Employees.
- Responsible to conduct exit interviews and keep record of Full & final settlements.
- Manage day to day administrative operations in areas such as transportation, sanitation, medical services, logistics support, fleet management, front desk and security management.
- Respond to co-workers, superiors, and clients in a cooperative, constructive and timely manner regarding all queries.
- Understand and execute oral and written instructions, policies, and procedures to perform special projects outside the scope of activities.
- Responsible of effective functioning of Messing/Canteen and timely serving of meals/tea.
- Responsible for event Management Mess/ Canteen Functions, building Maintenance & other administrative arrangements.
- To prepared audits on work orders to determine accuracy and report findings to audit department.
- Managing General Factory Maintenance activities (Electrical, Plumber, Carpenter, Masonry, Ac works) in Factory premises and regular testing electrical and safety equipment's remain functional at all times.
- Monitor& control the scrap collection, segregation & disposal as per SOP's & practices.
- Maintain petty cash.
- To Handle and supervise any accident/ Emergency within the factory area, look after hospital issues and follow-up on related investigation.
- To supervise administration management & discipline control gate daily worker's affairs.
- Lead investigations, audits, & Security inspections.
- Monitoring CCTV cameras issues & ensure Premises security.

Millennium Engineering Pvt Ltd

Nov 2017 - Mar 2022 (4.3 years)

Senior Executive Administration

Karachi, Pakistan

• Administrative Support:

- Manage day to day administrative operations in areas such as transportation, sanitation, medical services, logistics support, fleet management, front desk and security management.
- Takes interview of skilled workers or non-skilled.
- To supervise administration management & discipline control gate daily worker's affairs.
- Maintain relationship with suppliers & vendors.
- Addresses day-to-day issues related to the Vendor contracts, and works with internal partners to resolve issues in a timely manner.
- Supervise general housekeeping of the facility; inventory management pertaining to stationery, grocery & toiletry items; ensure timely submission of monthly security dues, office utility Bills & other dues in coordination with Accounts.
- Responsible for event Management Mess/ Canteen Functions, building Maintenance & other administrative arrangements.
- Responsible of effective functioning of Messing/Canteen and timely serving of meals/tea.
- Assist in planning and managing events and provide assistance in event management; ensure energy conversation and cost saving.
- To look building maintenance & project.
- Arrange weekly meeting of Head of Departments for planning, suggestion & complains.
- Patience and overall courteous behavior when working with internal and external employees.
- To prepared audits on work orders to determine accuracy and report findings to audit department.
- Managing General Factory Maintenance activities (Electrical, Plumber, Carpenter, Masonry, Ac works) in Factory premises and regular testing electrical and safety equipment's remain functional at all times.
- Monitoring of all inward/Outwards gate pass of material activities and dealing all complaints & queries.
- To control labor discipline including their time checking, absentees, overtime and misbehavior etc.
- Monitor& control the scrap collection, segregation & disposal as per SOP's & practices.
- Maintain petty cash for admin.
- Working with a team with unity and good ability to command the team.

Safety &Security:

- Ensure security protocols are in place & fully implemented & emergency evacuation plans.
- Create and conduct training for first aider & fire fighter to all employees.
- Ensure availability of fully equipped first aid kits, PPEs, Firefighting equipment at all locations, keep record of safety related equipment and material and medicines purchased/restocked.
- Front line employee support, including issues resolution, grievance, termination.
- Counseling / grievance handling of the employees to maintain a healthy work environment.
- To Handle and supervise any accident/ Emergency within the factory area, look after hospital issues and follow-up on related investigation.
- Training First aid & Fire Fighter.
- Security documentation with security companies & monitoring discipline through CCTV.

Vehicle Management:

- Fleet operation with supply chain logistic & transportation management.
- Management of company owned vehicles; Ensure maintenance and repair of company vehicles as per given SOP's.
- Insurance matters, report and deal accident cases, the cost effective disposal of vehicles, as and when required.
- And other tasks assigned by the admin head/Management.

HRSG Outsourcing

Jan 2015 - Oct 2017 (2.8 years)

Work Force Administrator

Karachi, Pakistan

- Payroll Management of HRSG staff assigned to English Biscuits manufacturers.

- Process overtime of employee with salary.
- Headcount Management and Verification all of EBM employees.
- Foreseeing matters related to HRSG employees assigned to EBM.
- Coordinate with EBM and HRSG on policy matters.
- Coordinate with EBM regarding hiring of new employees and extending contract thereof.
- Ensure the maintenance of personnel records of all the Company employees.
- Registration of employees in Insurance policy and benefit management.
- Issuance of Experience letters, warning letters, bank letters appreciation letters and termination letters when required.
- Deliver a brief orientation to new staff hired for EBM.
- Process Final Settlements report of employees after exit.

References

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TSSC
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Industries

- Packaging
- AutoMobile
- Services
- Manufacturing

Languages

- Urdu - Native
- English - Medium

Functional Areas

- Administration And Office Support

Hobbies

- Football
- Watching Movies
- Read Historical knowledge