

- Deal with employees on their personal and professional complains and issues.
- To keep the CSR strategy and programs under review and adapt as appropriate to stay aligned with business objectives.
- Maintain organizational discipline and security for public, Staff inductions processes.
- Accounts related all matters, Analysis and generate report on daily, monthly and yearly Profit and loss of whole business. Budget, Salaries, allowances, and deductions.

- e) Apply different Marketing strategies to increase and maintain business profit and Deal with Public on their issues regarding admission, charges, schedule, facilities, Health, age and much more.
- f) Receiving calls by landline and Mobile regarding admissions, complains and staff new induction.

Furthermore, Administration related all responsibilities and issues.

**3. ASSISTANT MANAGER CSR (ADMIN) 02-02-2016 to 10-02-2017 (01 year) Ocean**

*Mall & Tower, 2 Talwar Clifton, Karachi.*

**Responsibilities**

- a) To keep the CSR strategy and programs under review and adapt as appropriate to stay aligned with business objectives.
- b) Deal with to lead on, coordinate and develop all community relations offerings (employee volunteering, Ocean activities, corporate, Keep the Change and payroll giving).
- c) To lead on and co-ordinate the relationship for Year working with the team and operating companies with some event management.
- d) To manage communications of all Community Relations activities, including the ocean Intranet CSR site.
- e) To manage the Charitable Giving budget to ensure budget is adhered to and maximize returns and benefits.
- f) To maintain an ongoing relationship with the sponsor ensuring that regular meetings take place so that each party is aware of current developments.
- g) To promote the requirements in the related Companies Code of Conduct, known as The Greater Good, specifically the section on "Building Trust with Communities."

**4. ASSISTANT MANAGER WELFARE (ADMIN) 10-06-2015 to 30-01-2016 (06 Month) Abdullah**

*Haroon Association (Non-government organization) Liyari, Karachi.*

**Responsibilities**

- a) Develop and implement policies on staff welfare, supervise the administration of staff welfare benefits.
- b) Plan and organize staff social and recreational activities/functions.
- c) Coordinate the Staff Welfare Committee and communicate with staff representatives on matters regarding staff welfare and benefits.
- d) Plan and formulate the yearly plan/budget of staff welfare for the staff representatives' consideration and management's approval.
- e) Conduct minor review to smoothen the operation procedure and provide recommendations to optimize the staff welfare benefit schemes.
- f) Lead a team of clerical staff to maintain a stable and productive workforce capable of handling day-today business.

**5. SUPERVISOR WELFARE & ACCOUNTS (ADMIN) 05-01-2015 to 01-06-2015 (06 Month) Al-**

*Mansoor Construction Co. DHA Phase 2, Karachi.*

**Responsibilities**

- a) Inspecting construction sites regularly to identify and eliminate potential safety hazards.
- b) Supervising and instructing the construction team as well as subcontractors.
- c) Educating site workers on construction safety regulations and accident protocol.
- d) Enforcing site safety rules to minimize work-related accidents and injuries.
- e) Handling site accidents in accordance with established accident protocol.
- f) Maintaining an accurate record of construction employee attendance.
- g) Evaluating the performance of construction employees and instituting disciplinary measures as needed.

- h) Analyzing blueprints to ensure that construction projects meet design, safety, and budget specifications.
- i) Recommending changes to construction operations or procedures to increase efficiency.

**6. INTERNEE RESEARCHER (RESEARCH DEPARTMENT)**

25-06-2014 to 25-12-2014 (06 Month)

**ROZAN (Non-government organization) F7 Markaz, Islamabad.****Responsibilities**

- a) Deal with Social researchers work on behalf of client organizations to design, formulate, implement and manage social research projects. These involve exploring sociological theories by designing and carrying out surveys, interviews and focus groups. The results of these projects are used by companies, governments and various authorities to gather the opinions of populations and present statistical evidence for or against particular issues of political or commercial significance. The work carried out by social researchers can play a vital role in the democratic process, as well as in the management and actions of major organizations. The research helps to form opinions and shape policy and legislation.
- b) Taking a brief and using appropriate and creative methodologies to design research projects using quantitative and qualitative methods.
- c) Tendering for research contracts.
- d) Carrying out or directing fieldwork to gather information.
- e) Preparing and reporting findings.
- f) Using IT skills to present data.
- g) Disseminating results, both orally and in writing.

**SKILLS/ACHIEVEMENTS**

- |                                                                                                       |      |                                                                      |
|-------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------|
| • Special Increments On Best Performance Employee of the year                                         | 2021 | Submarine department Karachi Shipyard, Pakistan Ministry of Defense. |
| • Best Performance Employee of the Year Award                                                         | 2018 | Retreat Health Club and School                                       |
| • Employee of the year Award                                                                          | 2016 | OCEAN Mall & Tower                                                   |
| • Best Performance Award                                                                              | 2010 | Proctorial Board Hazara University Mansehra.                         |
| • Best Performance Certificate                                                                        | 2011 | Proctorial Board Hazara University Mansehra.                         |
| • Appreciation of Participation in International Conference on Industrial Psychology of PPA & IPA.    | 2012 | Quaid-e-Azam University Islamabad                                    |
| • Oral Presentation Award on Psychache, Hopelessness & Suicidal Ideation of International Conference. | 2012 | University of Punjab Lahore                                          |
| • Acknowledgment Certificate of 3 years Performance Certificate in Proctorial Board.                  | 2012 | Hazara University Mansehra.                                          |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_