

# **SYED DANISH ALI SHAH**

H.no M66 MR Compound Malir 15, Karachi.

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## **Career Objective:**

I intended to earn myself a challenging career & working for a progressive Organization that offers its employee opportunities for profession and personal development.

## **Current and Previous Experience:**

- **Now I am working as an Assistant Manager Admin in Gul Ahmed Textile.**
- (2019-2022) 03 Years Job in K-Electric as a Commercial Officer.
- (2017-2019) 02 Years job in GLOBAL Export as a Admin Manager.
- (2014-2017) 03 Year Job in Anis Apparel as an Assistant Manager Admin/Compliance.
- (2012-2014) 02 Years job in Indigo Textile as an Assistant Admin/HR.
- (2009-2012) 03 Years job in Bosch Pharmaceuticals as a Admin Assistant.

## **Administration Responsibilities are:**

- Supervising day to day operations of the administrative department and staff members.
- Developing, reviewing, improving administrative systems policies and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Preparation, evaluation and submission of Admin Budget to the Management.
- To ensure the timely submission of different financial and administrative reports and implementation on regular basis.
- Ensure the smooth functioning of the daily Office Management and Administration e.g. Office supervision, Security, House Keeping, Time Management and technical Staff).
- Inventory of assets and materials control and management in the Head Office and branches.
- Security and safety management of the facility and its staff through leading Security Agencies
- Purchases for entire company as per the approved budgets.
- Management of domestic and International air travel & hotel accommodation arrangements.
- Fleet management (insurance. Purchasing, selling, Maintenance, PSO Fuel Card, Vehicle Tracking)
- Keeping tabs on expenses and conduct admin audits from time to time in lines with the Annual and six monthly audits.
- Company Legal Affairs

- Sourcing products and suppliers in the areas office equipment, packaging material, Stationary items, Electronics items, renovation offices materials, new vehicles purchasing contacts vendors & open markets rate etc.)
- Identifying potential suppliers through market visits and through internet websites and auditing the existing suppliers
- Evaluating suppliers on the basis of their reliability, quality, price competitiveness, and delivery timeliness
- Sourcing competitive price quotations and negotiating prices with vendors
- Building and managing relationships with suppliers
- Maintaining Records and tracking product prices.
- Regional Expenses check and Tracking employees
- Handling Petty Cash.
- Manage office building administration task for maintenance & renovation.
- Maintenance Work checks and proceeds (Generator, AC, Boiler, Air Compressor, and Civil Work).
- Plan in-house or off-site activities, like parties, celebrations and conferences.

### **Human Resources Responsibilities are:**

- Preparation of attendance, overtime, and leave records.
- Preparation of employee's salary and overtime.
- Maintain Personal files and records of the employees.
- Make the employees final dues and its payment.
- Make the leave encashment of employees.
- Maintain data base of employees.
- Make the payroll on (TIS) Limton software.
- Make and issuance of employee's cards.
- EOBI and SESSI
- Any other work assigned by the Management.
- Assist with day to day operations of the HR functions and duties .
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary.
- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.

**Social Compliance Responsibilities are:**

- Maintain all checklists as per compliance standard.
- Update the company policy and labor policy as on compliance standard.
- Ensure that fire Equipment always workable.
- Update and schedule the all training records.
- To aware the workers about personal protective equipment.
- To receive grievance, complain, demand & suggestion from the workers & after receiving the issue discuss with related persons & local management immediately.
- Make the payroll as per compliance standard.

**Academic Qualification:**

- Bachelor of Commerce.
- Intermediate from Karachi Board.
- Matriculation from Karachi Board.

**Technical/ Additional Qualification:**

- DAE (Diploma of Electronics).

**Courses:**

- M-S Office
- Diploma Of Administration Skills (Pakistan Institute Management )
- Hardware & Software
- English Language
- Fire Awareness from (SAPS AVIATION)
- Sita Messages from (SAPS AVIATION)
- Loading Awareness from (SAPS AVIATION)

**Personal Information:**

- Father's Name: Syed Ehsan Ali Shah
- Date of Birth: 14<sup>th</sup> Dec 1987
- NIC # 42501-3494907-3
- Marital Status: Married
- Palace of Birth Karachi
- Religion: Islam
- Sect: Sunni
- Nationality: Pakistan

**Reference:**

Available on request.