

RASHID HUSSAIN

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PROFESSIONAL SUMMARY

A middle level professional having eleven years of experience in different organizations in the field of Human Resource Management, Public Relations, Students Affairs and Administration. Being capable of handling above related functions, I am holding good interpersonal and analytical skills with the ability to meet the deadlines and prioritize workload with minimum supervision.

Skills

- Office Administration & Coordination
- Staff Supervision and HR Support
- Procurement & Inventory Management
- Event Management & Meeting Coordination
- Documentation & Record Keeping
- Communication & Interpersonal Skills
- MS Office
- Google Workspace
- Primavera P6

EMPLOYMENT HISTORY

MANAGER ADMIN

Marhaba Medical & Diagnostic Center

Mar 2024 - May 2024

- Office Management.
- Employees Supervision
- Recruitment/Hiring & Training.
- Assets & building Management
- Clients Data Validations & Verification.
- Miscellaneous duties.

OFFICE ASSISTANT

National Skills University, Islamabad

Oct 2020 - Aug 2022

- Office Administration
- Meticulous File Management and Correspondence
- Tender Notice and Tender Document Preparation
- Tender Document Issuance and Record Keeping
- Request for Proposals (RFP) / Quotations (RFQ)
- Evaluation of Technical and Financial Report
- Preparation of Comparative Statements
- Project Approval & Closure Processes
- Payment Release and Record Keeping

ASSISTANT

NUML, H-9, Islamabad.

Oct 2017 - Feb 2020

- Office Administration
- File work / Correspondence
- Academic Defense Conduction
- Meeting Minutes Preparation
- Examination Result Compilation
- Campus Management System
- Student Record Management
- Dossier Preparation
- Enrollment Procedures
- Degree Award Processes

ASSISTANT OFFICER

Air University, Islamabad.

June 2012 - Oct 2017

- Industrial Liaison.
- Helping students in hunting jobs and managing resumes directories.
- Organizing events i.e Job fairs, recruitment drives and project exhibitions for students.
- Conduction of Training's, Alumni Reunions and Convocation.
- Maintaining Online job Portal
- Quality Enhancement Surveys, Reporting & Analysis
- Tender management and other office duties.

ASISTANT MANAGER HR

NFRD (Housing Dte, GHQ)

Dec 2010 - Apr 2012

- Recruitment's & Employee Orientations.
- Drafting of Job descriptions and organizational & departmental charts
- Drafting Policies & Procedures.
- Involve in job analysis, planning personnel needs, TNA.
- Indulge in Performance Management System
- Preparation of payrolls.
- Refunding of medical bill, fuel & mobile allowance.
- Issuance of Accessories like laptops, mobiles and vehicle to officers.
- Work on HRIS data inputs and implementation of HRM Module of ERP.
- Graphical Reporting
- Hiring & Separation formalities & Disciplinary Practices
- General Administration and Record keeping

QUALIFICATION

MS in Project Management	Air University, Islamabad	2016 - 2019
MBA	Quaid-i-Azam University, Islamabad	2008 - 2010

TRAINING:-

Effective Communication & Presentation Skills
Higher Education Commission & AIOU.

20th Oct 2014 - 24th Oct 2014

REFERENCES:-

To be furnished on request.