

SYED SABOOR HUSSAIN

HR AND ADMINISTRATION PROFESSIONAL

CONTACT

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EDUCATION

**MASTERS IN
ADMINISTRATIVE SCIENCES**
WITH HRM AS MAJOR
UNIVERSITY OF KARACHI
**(FIRST CLASS FIRST:
GOLDMEDALIST)**

**PGD IN PUBLIC
ADMINISTRATION**
UNIVERSITY OF KARACHI

B.SC. HONS. IN STATISTICS
UNIVERSITY OF KARACHI

KEYSKILLS

Data Analytics
Microsoft Office
Canva
Excellent communication
Quicker Adaptability

INTERESTS

Reading
Exploring world
Internet researching
Travel

PROFILE

Excelling as an HR and Administration professional by building and streamlining operations. Skilled in driven charter compliance, admissions growth, policy development, project coordination, and event management. Delivering impactful results, from establishing administrative structures to spearheading successful admissions campaigns and recruitment drives.

EXPERIENCE

ASSISTANT DIRECTOR OF ADMINISTRATION AND HR

• OCTOBER 2023 - APRIL 2025

FATIMIYAH INTERNATIONAL UNIVERSITY (FHES Project)

Key Responsibilities:

- Established and implemented a comprehensive administrative and procurement structure within the organization.
- Lead the hiring of all the faculty and the administration staff for this newly established organization according to the very strict guidelines of the HEC.
- Managed and executed all benefits and compensations to be given to the newly onboarded employees with the upper management.
- Successfully spearheaded the team to fulfil all the requirements of the HEC to make the basis strong for the organization.
- Led the completion of documentation requirements mandated by the Higher Education Commission (HEC) for the university's charter.
- Prepared and delivered various presentations, showing key administrative and HR updates to stakeholders.

Achievements:

- Successfully spearheaded the admission process for the newly introduced Associate Degree in Commerce program.
- Achieved full enrollment within an impressive timeframe of just 2 months, demonstrating efficient planning and execution skills.
- Ensured timely and accurate fulfillment of all documentation necessary for obtaining the university's charter from HEC.
- Pioneered and launched the FHES Intellectual Series, a distinguished lecture series aimed at fostering intellectual discourse within the organization.
- Successfully organized and hosted engaging talks, promoting knowledge-sharing and professional development among staff members.
- Demonstrated innovative thinking and leadership by creating a platform for intellectual enrichment within the institution.

INTERNSHIPS

FAKT EXHIBITION PVT. LTD.

JANUARY 2018 – FEBRUARY 2018

- Data collected from all the exhibitors across the country.
- I analyzed it and converted it into tangible format.

FINJAPVT.LTD.

JULY 2017– AUGUST 2017

- Assisted in the marketing and sale of SimSim Pakistan (new product)

SINDBANKPVT.LTD.

FEBRUARY 2017–APRIL 2017

- Assisted in all the departments of Branch Banking such as Account Opening, Cash Clearing, Cash
- Handled Operations and Dormant Accounts Enquiry.

PROJECTS

- Construction Companies of Pakistan – research on all the construction companies working in Pakistan.
- Importance of Quality Control in an Organization – testing the benefits of the QC department in organizations.

SECRETARIATEEXECUTIVE

•OCTOBER2021–SEPTEMBER2023

FATIMIYAHGROUP(FEN)

Key Responsibilities:

- Worked as the Project Coordinator for the Fatimiyah International University Project
- Organizing different sorts of in-house and out-sourced events
- Decision related to pecuniary matters of the organization with the approval of the COO Drafting and writing reports and designing presentations as and when required by the COO/MC to be shared in the board meetings
- Interfacing with all departments of the company for coordination in projects
- Holding meetings and overseeing all official communication with the Health Department and Education Department, Government of Sindh

Achievements:

- Organizing several large-scale events like telethon, audit by WF, and the award distribution ceremony for Habib Metro Bank.
- Updated the reporting format of monthly Unit Performance Reports and got it established for each department.
- Organizing and managing several small-scale events like talk on Entrepreneurship and budget 22- 23.
- Handling all the court related cases for the organization.
- Arranging the registration of the organization under the Societies Act

HEADOFOPERATIONS

•JANUARY 2019 – OCTOBER 2021

INSTITUTE OF HISTORICAL AND SOCIAL RESEARCH (IHSR)

Key Responsibilities:

- Dealt with Financial Matter of the institute including, but not limited to, yearly budget, vendor payments, staff salaries, event and conference budgets, and petty cash.
- Transacted business with the book publishers as well as the book distributors.
- Managed the office and its staff along with maintaining their attendance schedules.
- Organized myriad events including, but not limited to, conferences, seminars, webinars, and book launches.
- Handled book distributions to all important stake holders.
- Managed the official Social Networking Website of IHSR.
- Transacted business with the researchers and managed their payments.

Achievements:

- Being the team leader in the establishment of the institute.
- Nurtured and provided support in the early days.
- Successfully organized 01 International Conference, 06 National Conferences, 03 Seminars, 02 Book Inaugurations, 03 Ted Talks, And 02 Webinars.