

Syed Usman Ali

12th February, 1986

Married, Pakistan National

Transferable Iqama/Driving License



Dammam, Saudi Arabia



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*** Immediate Joining



“My objective is to gain experience and knowledge in a diverse business environment where I’m given opportunity to learn, practice and master new skills to achieve organizational goals”



Assistant Director (Administration)

Punjab Information Technology Board (PITB)/ www.pitb.gov.pk

Arfa Software Technology Park, Lahore, PK {August 2012 – January 2021 }

Duties & Responsibilities:

- **Writing and generating different reports**, letters and written correspondence with other departments. Issuance of office orders, notifications & minutes of meeting etc.
- **Preparation of RFPs / Tender Document** for procurements as well as **evaluation** of proposals and quotations.
- **Contracting with different suppliers and vendors** for the purchase and R&M of Office Hardware / IT Equipment and Supplies i.e. Stationery, general order items, Food & Catering Services, Printed & Publication Items, Courier and Pilot Services etc. Issuance of Work Orders.
- Bringing improvement and efficiency in business and **operational processes**.
- Ensuring **Timely Payment to contractors/vendors/service providers** and coordination with Finance & Accounts department in case of any discrepancy or ambiguity.
- Conducting **Internal Audit** of inventory / stores and stock ledgers and Indicating the required corrections and amendments to Inventory/Store Supervisor.
- Optimum and fair use of **Petty Cash**. Preparing and submitting vouchers in Accounts.
- **Publication** of Tender Notices, Vacancies / Job Openings, Promotional Advertisements in Newspapers & TV Channels through Directorate of Public Relations.
- Managing office operations & requirements under budget provision.
- Act as Local HR Business Partner (**HRBP**). **Verification of Monthly Attendance** through HRIS. Documentation and ensuring correct **Employees Record** is maintained in system. Conducting **Performance Evaluation** and **job contract renewals**.
- **Leading, assigning duties and approving duty roster** of Operations Team of 150+ persons (Officers, Supervisors, Assistants, Kitchen Staff, Security Staff, Front Desk Staff, Drivers, Dispatch Staff, Technicians and Janitorial Staff).
- **Managing multiple site offices**, resolving Civil/Electrical/Plumbing/HVAC/Networking issue.
- Taking necessary **disciplinary action** and issuing warning notices to violators.
- Monitor the necessary **arrangement for Seminars, Conferences and meetings**.
- Providing support in **managing the Fleet** of vehicles (50+), deployment and their maintenance.
- **Maintenance and Cleanliness** of office building, furniture, equipment, Computer Lab
- Looking after **Security** matters. Ensuring office assets are well protected and secured. Maintaining the **Surveillance System**. Authorizing Gate Passes.
- Devising and **Implementation of Administrative/operations SOPs** for smooth workflow.
- Supervising **Travel and Lodging Arrangement** for executives and employees.
- Handling various **Complaint and Services Management e-Portals**.

Professional Expertise

- **Report Writing**
- **Vendor Management**
- **Tendering & Procurement**
- **Process Improvement & Automation**
- **Forecasting & Budgeting**
- **Advertisement**
- **Personnel Management**
- **HR Business Partner**
- **Facilities Management**
- **Operations & Logistic Management**
- **Change Management**
- **Team Management**
- **Security**
- **Complaint Handling**



Management Trainee

Punjab Industries, Commerce and Investment Department, Lahore, PK
March 2010 -- March 2011

Responsibilities

- Providing assistance to Project Manager of PMU.
- Registering of new businesses in Chamber of Commerce.
- Any secretarial work assigned by the higher authorities.
- Assisting Accounts Officer in preparation of payroll.



Intern (International Trade Operations)

Royal Bank of Scotland, Regional Head Office, Lahore, PK.
October 2008 – December 2008

Responsibilities

- Assisting the Manager Trade in daily operations.
- Filing, documentation and record keeping as per set organizational standards.
- Dispatching of documents to Country Head Office and International Banks.

PROFESSIONAL TRAINING AND COURSES

Employees Efficiency, Discipline & Accountability Act

(Workshop-03 Days)
Management & Professional Development Department, Govt. of the Punjab
J-Street, Upper Mall Road, Lahore
December 2019

Crisis Management

(Short Course-01 Week)
Management & Professional Development Department, Govt. of the Punjab
J-Street, Upper Mall Road, Lahore
February 2019

Project Management

(Short Course-01 Week)
Management & Professional Development Department, Govt. of the Punjab
J-Street, Upper Mall Road, Lahore
April 2018

Office Management

(Short Course-01 Week)
Management & Professional Development Department, Govt. of the Punjab
J-Street, Upper Mall Road, Lahore
April 2017

Time Management

(Workshop-01 Day)
Information Technology University of the Punjab, Lahore.
June 2014

Educational Qualifications

Master of Business Administration (MBA) Human Resource Management
University of Central Punjab (UCP), Lahore.PK {Session 2009-2011} **CGPA: 3.25/4.00**

Bachelor of Business Administration (BBA-Honors) Human Resource Management
University of Central Punjab (UCP), Lahore, PK {Session 2005-2009} **CGPA: 3.11/4.00**

Master of Political Science
University of the Punjab, Lahore, PK {Session 2012-2014}

**Diplomas/
Certifications**

Computer Hardware A+
Skill Development Council, Government of Pakistan (A joint project of
National Training Bureau, Govt. of Pakistan, World Bank and ILO) Oct-Dec 2005

MS Office & Website Designing
Standard College of Information Technology & Management Studies,
Wahdat Road Lahore {June-July 2003}

**Achievements &
Accomplishments**

- Organized Departmental Sports Gala
 - Received Best Performance Award in 2018
 - Organized National Freelancing Conference
 - Arrangements for Annual Dinners and Musical Program
 - Organized Training Programs for Support Staff
 - Arranged World Bank funded Sanitation Hackathon
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Soft Skills

- Enthusiastic and Dedicated
 - I'm able to communicate effectively across various tiers
 - I like multi-tasking and possess the competences to sign-up for several assignments
 - Detail Oriented and Fact Finder
 - Good Planner, Doer and Change Agent
 - Problem Solver and Good Listener
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