

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 can get the opportunity to learn, practice and master new skills for the organization’s benefit”

**Educational
Qualifications**

Master of Business Administration (MBA)

University of Central Punjab (UCP), Lahore.PK {Session 2009-2011} **CGPA: 3.25/4.00**

Bachelor of Business Administration (BBA-Honors)

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}

PROFESSIONAL COURSES AND TRAININGS

**Punjab 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

**Effective 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



Assistant Director Admin / Manager Operations

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

Arfa Software Technology Park, Lahore, PK

August 2012 – January 2021

REPORT WRITING

- Writing and generating different reports as and when required by the higher management, drafting of different letters and written correspondence with other departments.
- Issuance of office orders and notifications / circular / minutes of meeting etc.

PROCUREMENT, VENDOR MANAGEMENT & CONTRACT AGREEMENTS

- Preparation of RFPs / Tender Documents and Bid Evaluation Reports. Contract Agreements.
- Framework contract for the purchase of Hardware / IT Equipment / Mobile Phones / Tablets and Supplies i.e. stationery, kitchen supplies, general order items, Printed & Publication Items, Courier and Pilot Services etc. Issuance of Work Orders etc. Vendor Management
- Staying up-to-date on market prices & availability regarding purchase of goods and equipment.
- Coordination with Finance & Accounts Wing for timely payments to vendors & suppliers.
- Adhering to all the public procurement and financial regulations.

PROJECTS' MANAGEMENT

- Providing logistic, operational and administrative support to multiple project teams.
- Guiding project teams on financial budgeting, administrative and operational costs associated.
- Resources allocation to ensure smooth execution of projects within the budget constraints.

INVENTORY MANAGEMENT

- Ensuring proper documentation of procured equipment and supplies. Providing support in managing the stores. Authorizing issuance of office supplies and equipment.
- Conducting internal audit of inventory / stores and stock ledgers.
- Indicating the required corrections and amendments to Inventory/Store Supervisor.

ADVERTISING & PUBLICATION

- Publication of Tender Notices, Vacancies / Job Openings, Promotional Advertisements of ongoing projects for public awareness and proper projection etc.
- Coordination & Correspondence with directorate of public relations and advertising agencies. Follow-up for the publication of advertisement.

HR BUSINESS PARTNER

- Acting as a Local HR Business Partner and perform annual evaluation of staff.
- Verification of monthly attendance and leaves through HRIS e-Portal.
- Documentation and ensuring correct record of employees is maintained.
- Reviewing the CVs, shortlisting candidates for interviews, Selection process and hiring.
- Setting goals, Writing job descriptions and defining KPIs of the staff.

PERFORMANCE APPRAISALS

- Conducting annual performance appraisals, contract renewals and counseling of staff.
- Preparing quarterly performance reports.
- Performance management system.

PERSONNEL MANAGEMENT

- Assigning duties, responsibilities and tasks to entire junior and support staff (150+) including Officers, Supervisors, Assistants, Kitchen Staff, Security Staff, Front Desk Staff, Drivers, Dispatch Staff, Technicians and Janitorial Staff.
- Approving the duty roster and Leaves' request.
- Conducting monthly meeting with the staff and have bilateral talks regarding issues and challenges in performing duty.

FACILITIES MANAGEMENT

- Maintaining multiple site offices and computer lab for different IT trainings and programs.
- Resolving any Civil/Electrical/Plumbing/HVAC/Networking issue.
- Responsible for devising and implementing cost cutting techniques and SOPs.
- Payment processing of office rent, electricity, telephone and other utilities.

FOOD & CATERING SERVICES

- Monitor the arrangement of Seminars including seating / table arrangement, refreshments and décor etc. Managing the required food & catering services.
- Necessary arrangements for foreign delegation meetings.
- Purchasing and arranging giveaways and souvenirs as required.

E-FILING & PROCESS AUTOMATION

- Maintaining confidentiality of record and files through e-Filing and Office automation system.
- Bringing improvement in processes through process automation.
- Supervising the maintenance of record room and scanning of files for office record.

SEATING PLANNING

- Devising seating arrangement plan for upcoming / new recruits.
- Allotting sufficient workspace according to the job role & nature.
- Forecasting and acquiring office space as per the requirements.

SECURITY & SURVEILLANCE

- Assigning the duties to Security guards.
- To get daily report of the activities.
- Authorizing / approving Gate Passes.
- Ensure office assets are well protected and secured.

DISPOSING-OFF OBSOLETE EQUIPMENT

- Taking up end to end process / required procedure for auction of scrap in accordance with the Financial Rules.
- Supervising & carrying the entire auction procedure of unserviceable IT and office equipment by ensuring transparency at all levels.

FLEET MANAGEMENT

- Providing support in managing the fleet of official vehicles (50+).
- Assigning duties and setting routes to minimize the travel time and POL costs.
- Vehicle Management System.

INFORMATION & TRAVEL DESK

- Supervision of Information/Front Desk as well as Travel Desk.
- Contracting and relationship building with the Hotels and Travel agencies.
- Dealing with the Representatives of different companies and providing information.

e-SERVICES PORTAL & COMPLAINT HANDLING

- Handling various complaint / services management portals.
- Visitor Management System.
- Employee Access Control and Parking space allotment portal.



Management Trainee

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

JOB DESCRIPTION

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