

# **MEHRAIZ HASSAN**

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**Religion:** Islam  
**Domicile:** Hafizabad – Punjab

**D.O.B:** March 28<sup>th</sup>, 1986  
**Resident:** Islamabad  
**Marital Status:** Married  
**Nationality:** Pakistani



## **SUMMARY:**

Versatile employee facilitation manager who applies exceptional organizational skills while overseeing both smaller and larger administrative & HR teams. Adept at coordinating meetings, planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods.

## **PROFESSIONAL EXPERIENCE:**

**(Total Experience: 13 Years)**

1. Blue Properties – Blue Group of Companies, Islamabad.  
**Manager Admin & HR Facilitation** June 2023 – Present
2. Kohinoor Maple Leaf Group – Kohinoor Textile Mills Limited, Gujar Khan.  
**Assistant Manager Admin & HR** June 2022 – June 2023
3. iGate Technologies, Islamabad.  
**Admin & HR Facilitation Lead** April 2021 – May 2022
4. Packages Limited – Packages Group of Companies, Islamabad.  
**Assistant Manager – Admin & HR Facilitation** February 2019 – January 2021
5. Riphah Islamic International Medical College Trust – University, Islamabad.  
**Projects Executive – PMU** June 2016 – January 2019  
**Admin Officer – Operations** April 2013 – May 2016
6. Sui Northern Gas Pipelines Limited, Islamabad.  
**Assistant – Billing** March 2010 – March 2013

## **MAJOR RESPONSIBILITIES:**

- **General Administration & Logistics Support**  
Ensure the implementation of administrative policies as per QMS-ISO standardization. Enhance security (CCTV cameras, walk-through gate, hand held scanner, vehicle under mirror, in/out gate passes etc.), safety measures (firefighting equipment/first aid services/emergency exit/public alarm system/smoke & fire detectors), housekeeping / janitorial, mails dispatch system, cafeteria / MESS arrangement, event management, extra co-curricular activities arrangement, transportation management (pick & drop/guest protocol/annual recreational trips), building repair & maintenance, annual CAPEX/OPEX budgeting, generator fuels & maintenance, hotels/guest house arrangements, dealing with government offices i.e. MOI, MOFA, E&T, EOBI, PESSI, Wapda, SNGPL, development authorities etc. and embassies for VISA applications.
- **HR Facilitation**  
Ensure the HR' policy implementation, vacancy / job advertisement on social media, recruitment operations & on-boarding as per organization' policy, staff duty roster plan implementation, annual appraisal & performance evaluation, training & development of employees, payroll management, leave management, compensation & benefits, overtime / duty allowances verification.
- **Projects Administration**  
Accountable for the developmental projects i.e. new office establishment w.r.t construction / renovation of constructed building through contracts with construction firms as well as supply of office/lab equipment and manage the cash flow of projects.
- **Assets Management**  
Act as a contact person for lease / tenancy agreements with property owners, supervision of infrastructure & renovation projects of offices, vehicles purchase & registration, appropriate utilization of machinery/lab equipment/HVAC & Genset/electrical & gas equipment/furniture & fixtures/audio visual equipment/security equipment/environmental health & safety.

➤ **Procurement Management**

Ensure the implementation of procurement procedure for CAPEX/OPEX w.r.t purchase requisition (PR), purchase/work order (PO), goods receiving note / work completion report (GRN), end user verification, invoice processing and settlement of payments.

**ACADEMIC RECORDS:**

<u>Degree / Certificate</u>	<u>Institute / University</u>	<u>Major Subjects</u>
❖ <b>Executive Master of Business Administration (M.B.A – Executive)</b>	A.I.O.U, Islamabad, Pakistan. Session: Feb 2011 – Feb 2013 Marks: 922/1400 Percentage: 66 Course Work Completed.	(1) Project Management (2) Management & Organization (3) Operation Management (4) Management Information System (5) Quantitative Techniques (6) Marketing Management (7) Accounting & Finance (8) Economic Environment of Business (9) Development Planning & Administration (10) Corporate Finance (11) Contemporary Administrative System (12) Managing Human Resource (13) Research Methodology for Management Decisions (14) Strategic Management
❖ <b>Bachelor of Business Administration (B.B.A)</b>	A.I.O.U, Islamabad, Pakistan. Session: Aug 2007 – August 2009 Marks: 1171/2000 Percentage: 59	(1) Micro Economics (2) Fundamentals of Accounting (3) Business Mathematics (4) Fundamentals of Computer (5) Business Statistics (6) Business Communications (7) Management Theory & Practice (8) Financial Accounting (9) Pakistan Studies (10) Marketing Theory & Practice (11) Computer Applications for Business (12) Cost & Management Accounting (12) Banking Law & Practice (14) Macro Economics (15) Human Resource Management (16) Marketing Management (17) Financial Management (18) Entrepreneurship

**ACHIEVEMENT:**

As ISO Representative, achieve “**ISO 9001:2008 QMS Certification**” of Administration Department of Islamic International Dental College (IIDC) & Riphah Institute of Pharmaceutical Sciences (RIPS) – Riphah International University (RIU) Islamabad dated September 12, 2014.

**PROJECTS:**

➤ Renovation of Max Health Hospital, Islamabad	Feb 2014 - Jan 2015
➤ Establishment of Riphah Women Campus, Islamabad	Feb 2015 - Apr 2016
➤ Renovation of IIMCT' Secretariat Office, Islamabad	Apr 2015 - Oct 2016
➤ Establishment Riphah Knowledge Park, Islamabad	Mar 2016 - Sep 2018
➤ Renovation of IGI-Packages Group Corporate Office, Islamabad	Apr 2019 – Sep 2019

**PERSONNEL & COMPUTER / IT SKILLS:**

- Initiative & Goals Setting
- Decision Making
- Team Leading
- Dependability
- MS Project Professional 2013
- MS Office Suit 2013 (Advance Excel, Power Point, Word)
- MS Visio 2007 (Infrastructure Layout Plan)

**REFERENCE:**

- Will be provided, if required.