

## **Salman Barkat Ali Laasi**

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### **CAREER OBJECTIVE:**

To work in an organization that would utilize my analytical skills.

### **ACADEMIC BACKGROUND:**

**L.L.B** from *Dadabhoy Institute of Higher Education*

Year: 2017-2019

**Masters of Business Administration in Human Resource Management** from *Hamdard Institute of Management Sciences (Recruitment & Selection, Salary & Compensation, Training & Development, and Performance Management System)*

Year: 2009-2013

### **ADDITIONAL COURSES**

6 months course "**Leadership Enhancement and Achievement Program**" offered by Shia Imami Ismaili Local Council.

### **WORK EXPERIENCE:**

**Noble Group (Noble Pvt Ltd. / Swift Property Management Services Pvt. Ltd / Systems & Guard Services Pvt Ltd)**

(From June 2020 to date)

Manager, Facilities Management

Responsible for

- 3<sup>rd</sup> Party Recruitment Management, Payroll Management, Management of Facilities and Property of Clients, Managing Housekeeping, Maintenance, Fleets, Equipment, Material and Security. Also overseeing Vendor Management and Purchase Operations.

**Australian Concept Infertility Medical Center**

(From Nov 2018 to May 2020)

Manager – HR & Admin

Responsible for:

- HR Operations (Formulation and Implementation of Center wide Policies, SOPs, Recruitment, Training & Employee Relations)
- Admin Operations (Housekeeping, Maintenance, Fleet Management and Vendor Management).

**Noble Group (Noble Pvt Ltd. / Swift Property Management Services Pvt. Ltd / Systems & Guard Services Pvt Ltd)**

(From July 2017 to October 2018)

Assistant Manager HR & Admin (HR, Admin, Purchase, Store & IT)

- Responsible for overall operational and managerial activities of Human Resources & Administration Dept including IT, Purchase & Store.

**MCR (Franchise of Pizza Hut, BurgerKing & TGI Fridays)**

(From January 2014 to July 2017)

Assistant Manager HR

- Responsible for overall operational and managerial activities of recruitment, payroll, training & employee relations.

**Greenstar Social Marketing (G) Ltd.**

(From December 2012 to January 2014)

Human Resource Executive

- Human Resource Management Implementation (Recruitment & Selection, Compensation and Maintenance of the Organization, Employee Relations)

**Aga Khan University Hospital**

(From July 2010 to August 2012)

Sr. Human Resource Assistant (Generalist)

- Human Resource Management Implementation (Recruitment & Selection, Employment Policies, Orientation of new inducts, Compensation & Benefits and Employee Relations)

**Allied Service International PVT LTD**

(From Nov 2008 to July 2010)

*Sr. Coordinator - Recruitment & Selection - Human Resource*

- Human Resource Management Implementation (Recruitment & Selection, Employment Policies, Meetings & Delegation, Maintenance of the Organization)

**Church World Service Pakistan/Afghanistan (CWS-P/A)**

(From January 2006 - April 2008)

*Project Officer under Capacity Building Program*

(June - December 2005)

*Intern (Full Time)*

(September 2004 - June 2005)

*Secretary cum Office Assistant cum Librarian (Part Time)*

**Aga Khan University-Institute of Educational Development**

(January 2004 - September 2004.)

*Volunteer in Library*

**Karimabad Multipurpose Co-operative Housing Society Ltd**

(January 2003 - January 2004)

*Admin Officer*

**COMPUTER SKILLS:**

- MS Office (Word, Excel, PowerPoint, Publisher)
- Corel
- Inpage
- Outlook
- Internet & E-Mail

**LANGUAGES:**

English: Fluent in reading, writing and Speaking

Urdu: Fluent in reading, writing and Speaking

Sindhi: Fluent in reading, writing and Speaking

**AWARDS & ACHIEVEMENTS:**

- Formulated Policies, SOPs and Systems at ACIMC in consultation with Directors and CEO
- Planned and Implement Trainings through at ACIMC
- Completed ISO 9001-2015 Audit Processes as MR. Now into the phase of Internal Audit at Noble Group.
- Completed PEC licensure for Swift Property Management Services Pvt. Ltd.
- Completed all the phases of inducting 2 new Directors in Systems & Guards Security Services Pvt. Ltd. Into the phase of official approval from Security & Exchange Commission of Pakistan (SECP) & Ministry of Interior (MOI)
- Introduced and implemented Vendor Management System in Noble Group.
- Introduced and implemented all the pre-hiring formalities in Noble Group
- Planned and Completed HR Audits for whole Warehouse and Call Center of MCR. Pvt. Ltd.
- Introduced and Implemented Team Member Realistic Interview (TMRI) and Structured Interview Guide (SIG) in MCR Pvt. Ltd. This was controlled procedure for all the franchisees coming under the YUMs Intl.
- Planned, Introduced and Implemented Pre-Employment Medical Examination and Documents Verification in Green Star Social Marketing.
- Facilitated one day session on Career Planning organized by Shia Imami Ismaili Local Council
- Received certificate from Seekers International for participating in training "Compensation & Benefits System

- Facilitated 2 days workshop on Gender and Human Rights in 2007.
- Received certificate of performance from Governor of Sindh in Karavan Karachi festival 2001.
- Awarded certificate of merit and medal for academic excellence 1999 and 2000 from the Aga Khan Education Service, Pakistan
- Received two certificates of performance from Sultan Muhammad Aga Khan School in recognition and appreciating performance in Debate and Speech competition in 1999 and 1996-97 respectively.

**REFERENCES:**

Will be furnished upon request