

Resume

SYED MUHAMMAD HASAN HASHMI

Mobile: +966591070618
Email: coolsafi@yahoo.com

Career Objective

A challenging working environment to prove my overall potential and credibility

Educational Qualification

Master in Business Administration, (From University of East)

Major: Human Resource Management

- Human Resource Development
- Organizational Development
- Strategic Human Resource Development
- Total Quality Management

Bachelor of Arts (from Karachi University, in 2nd Division)

Major Subjects

- Political science
- Education
- Economics

Hardware Technical Course

One-year certificate from Technical Training Centre in 1st Division

Computer Courses

<i>Operating Systems</i>	<i>Languages</i>	<i>Certification</i>	<i>Software</i>
DOS	Cobol	MCP	Fox Pro
Windows	Basic	MCP+1	Lotus Suite
Linux		MCSE	M.S. Office
			Quattro Pro
			LMS (Learning Management System)

Work Experience

July 2008 onwards

College of Business Administration

King Saud University, Riyadh, Kingdom of Saudi Arabia

Lecturer/Researcher:

Duties performed:

- Teach Bachelors Level courses:
 - Introduction to Business
 - Principles of Management
 - Principles of Marketing
- Assisting Dr. Raj in Accreditation of CBA with AACSB, being a part of Task Force Team member.
- Keeping update and maintaining Sedona software, data base.
- Generating different types of Reports from Sedona.
- Data collecting for Assurance of Learning (AoL).
- Assisting Dr. Raj in creation of different types of Performa for AoL.

**Oct 2005 to July 2007 Institute of Business and Emerging Sciences,
Senior Office Assistant**

Duties performed:

- Assisting Program Director.
- Assisting Deputy Program Director.
- Deal with student's day-to-day problems.
- Coordinate with permanent and visiting faculty member.
- Organize Extra-curricular activities of students.
- Monitor that classes will be held according the timetable.
- Keeping attendance record of visiting faculty
- Keeping attendance of students
- Preparing the visiting faculty salary bill.

**Aug 2004 to Sept 2005 Dadabhoy Institute of Higher Education,
Program Coordinator**

Duties performed:

- Monitor that classes will be held according the timetable.
- Keeping attendance record of visiting faculty
- Keeping attendance of students
- Preparing the visiting faculty salary bill.

**April 2002 to Dec 2004 Greek Army Detachment (Karachi Base)
Officer Purchase**

Duties performed:

- Purchasing miscellaneous items for Greek Hellenic forces, (operating with allied forces in Afghanistan).

**Feb 2000 to Jan 2002 Newport University, Karachi
In-charge Secrecy Department**

Duties performed:

- Examination supervision
- Results compilation
- Student record and maintenance

**March 1995 to Jan 2000 Newport University, Karachi
Student Counselor**

Duties performed:

- Providing assistance to the students
- Supervising student registration
- Helping students with course selection
- Coordinating admissions
- Maintaining student record & confidential documents
- Organizing Extracurricular activities
- Coordination with other educational institutions

Subject Proficiency

- Introduction to Business
- Principles of Management
- Principles of Marketing
- Human Resource Development
- Organizational Development

Research Papers

- **Aroop, M*, Ganesan, R** & Hashmi, S. M. H.** “Knowledge Management for Expansion of Human Resource Management Systems”, International Conference on Technology and Business Management, Organized by The Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST), International Forum of Management Scholars (INFOMS) and Supported by Association for Indian Management Scholars (AIMS) International, March 28-30, 2011, Dubai International Academic City, Dubai, United Arab Emirates. (Abstract Accepted).

Personal Details

Father's name: Syed Naseem ul Hasan Hashmi
Date of birth: December 20, 1967
Marital status: Married, with three issues
Nationality: Pakistani
Iqama Number: 2256335627
Driving License: Private (KSA)