



# Syed Mazher Hussain

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Nud Sharjah (U.A.E)

## Summary

To develop my career with an organization where I can work, contribute and develop my expertise which could lead to the growth of the business. Accept and enjoy the new challenges, make positive contribution towards the given position, increase the wealth of organization and enhance the knowledge, abilities and skill through organization by contribution.

## Skills

- T&D
- R&D
- Group leading skills
- Overseeing all aspects of production, from planning to execution.
- Overseeing the production process, drawing up a production schedule.
- Ensure that the production is cost effective.
- Team work and collaboration.
- MS. Office advance
- Adobe Photoshop
- Multitasking abilities
- Team building
- Draft a timescale for the job
- Estimate costs and set the quality standards.
- Organization and time management.

## Qualification

- University of Karachi  
Bachelor of Commerce
- Board of Intermediate Karachi  
2007-I.com
- Matric Board of Karachi-2001  
Science

## Experience

### Numu Numu (Project Management Services UAE)

#### Shop Assistant

Oct 2023 – Till Date

- Working as a Shop Assistant in Numu Numu Project Management.

### KN broadcast (By Medicam Group of Companies Pakistan)

#### Head of Production.

1 Dec, 2021- Oct 2023

- The job is to involve in program products from planning, purchasing, financing and scheduling to final production and budget reports.
- To supervise, train and provide work direction to videographers, Eng. department and part time staff to ensure job requirements are met.
- To ensure successful completion of assigned tasks and projects.
- Overseeing the media production process, team workload, and budget management of Artists, external resources. Prioritize assigned projects.

### MP Production (Hum TV Pakistan)

#### Assist. Production Depart.

1 Jan 2020-2 Nov 2021

- The job was to hiring the crew, allocating the money and making sure the filming is done safely, creatively, on budget and on time.
- To overseeing the wrap, winding down, of the production and hand over the In-voices to the post-production supervisor.
- To line up the whole crew on time on the set.

### JWF Trackers (PVT) LTD Pakistan.

#### Operation Manager/Hr Department.

16 May 2017-

3 Dec 2019

- The job was to control operation department.
- The job was to create and keep track of the Organization's overall HR strategies, methods, tactics, and procedures.
- The job was to managing and maintaining a setup that promotes optimum performance.
- The job was to maintain the benefits and pay schedule.
- The job was to analyze the training requirements for a programmed and keep an eye on it.
- The job was to Report to management and use HR indicators to assist in decision-making
- Always maintain legal compliance while managing HR.

### **Gold Trackers (PVT) LTD Pakistan.**

#### **Operation Manager**

**1 Nov 2016- 2 April 2017**

- The Job was to maintain, organize operations and update documents for a business using document management software, uploading or scanning paper documents, obtaining documents, and ensuring proper and secure storage.
- To processing bills from clients, overseeing the review of monthly balances across departments.
- To maintaining and organized financial records of invoices and other documents.
- To send invoices and accounts updates to clients.
- To receive, sort, and track incoming payments.
- To validate debit accounts to ensure the credibility of payments.
- To issue receipts for received payments.

## **Other Experiences**

- Worked with Matrix Vehicle Trackers Pvt Ltd as a Supervisor operation and customer services department.
- Worked "Catcos International "as a Customer Services Officer handling K.E.S.C, Response Center (118).
- Worked in Data link (outbound international call center) as a Tele Sales and Marketing Agent.
- Worked with in Harvest Top worth International as a B. Agent.
- Worked with in **S.E.C.P (Securities and Exchange Commission of Pakistan)** as an Assistant Finance and front desk officer.
- Worked as DEO in the computer section on newly introduced E-Services Project.
- Worked as "C.S.O (customer services officer)" at "Ovex Pakistan". **Ovex Technologies.**
- Worked at "Image the Complete Store" (Clifton) as a "Back Operation In charge.
- Worked at "Afghan Carpet "(Clifton) Karachi as an "Asst. Accountant".
- Worked at "Omega Printers "Karachi as an "Asst. Accountant and Sales Representative.

## **Personal Information.**

**Father Name** : Syed Touseef Murtaza (Late)  
**D.O.B** : 16th May 1984  
**Marital Status** : Married  
**Home Country** : Pakistan  
**Residence City** : Sharjah UAE  
**Passport No** : NH 6905732  
**Visa Status** : Available 6-Dec 2025  
**Emirates ID No** : 784-1984-2122172-6

## **Reference**

References available upon request.