Syed Sami Ur Rehman

Dynamic and results-oriented professional with a proven track record in administration, human resources and project management. Demonstrated expertise in optimizing operational efficiency, documentation, team development, policy making and fostering productive workplace environments. Proficient in budget management, vendor relations, staff supervision, sites inspection and regulatory compliance. Adept at strategic decision-making and delivering comprehensive monthly, quarterly and annual reports.

EXPERIENCE

Senior Manager – HR & Admin *Feb 2024- Present*
Persian Carpets

- Spearheaded recruitment efforts for Sales, Operations and Tech teams, leveraging diverse channels to ensure seamless onboarding processes.
- Established and surpassed hiring targets, delivering detailed Management Information System (MIS) reports to company founders.
- Manages onboarding logistics and coordinates with other departments to ensure new hires have a smooth start. Also involved in developing policies for office management, documentation, and correspondence.
- Provides leadership and support to an administrative team, handles training and development, oversees team functions, and ensures efficient document management and policy implementation.
- Directed General Administration across all company premises, enforcing stringent adherence to organizational standards and protocols, resulting in a 30% decrease in operational discrepancies.
- Oversee all administrative functions, supervise administrative staff, manage office sites and logistics, and ensure smooth operations in documentation, record-keeping, and office policies.
- Responsible for coordinating office supplies, managing staff schedules, and handling administrative functions, including arranging accommodations, transportation, meals for new hires and cafeteria management.
- Cultivated and managed vendor relationships, orchestrated dynamic staff events and strategically allocated departmental and company budgets to maximize resources, resulting in a 10% reduction in overhead costs.
- Coordinates facility-related arrangements such as transportation and accommodation, manages emergency needs, and ensures a safe and efficient workplace environment.

Senior Manager – HR & Admin *Oct 2023- Feb 2024*
Thrillophilia Private Limited

- Manage the full recruitment lifecycle, including sourcing, screening, interviewing, and onboarding.
- Partner with hiring managers to understand job requirements and ensure clarity in job descriptions.
- Ensure the quality of hires aligns with company culture and role expectations.
- Oversaw and coordinated the administrative functions of the organization, ensuring smooth daily operations and effective support across departments.
- Developed and implemented policies, procedures, and processes to improve efficiency.
- Responsible for vendor management, contract management and timely renewing of AMCs.
- Lead a team of professionals, plan administrative procedures, and ensure that the company is operating efficiently and securely.

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SKILLS

Administrative Leadership

Supervision

Budget Management

Policy Development

Vendor Management

Regulatory Compliance

Team Development

Event Management

Stakeholder Communication

Onboarding

Report Generation & Analysis

Strategic Planning

Performance Management

Training & Development

Project Management

Crisis Management & Problem-Solving

Time Management

Cross-functional Collaboration

Change Management

TECHNICAL SKILLS

HTML

Windows 10

MS Office Suite

- Handled special projects related to business.
- Established conduct and workflow standards across the organization.
- Removed productivity roadblocks as they emerge.
- Ensured processes and procedures comply with relevant policies and regulations.
- Streamlined business operations to keep costs within established budgets.
- Drove smooth organizational operations throughout the workday.

JK Lakshmipat University

Growth Path:

Deputy Manager *Jan 2021 - Oct 2023*

- Develop and implement effective hiring strategies to attract top talent.
- Identify emerging recruitment trends and adjust strategies accordingly.
- Managed ed to end recruitment of the project.
- Implemented streamlined administrative management practices, orchestrated media coordination efforts, and conducted thorough exit interviews to gather valuable feedback and enhance retention strategies
- Developed and maintained employee rosters, allocating resources to optimize efficiency and meet project objectives, reducing overtime costs by 10%.
- Oversaw a remote team of 15+ Field Response Officers across various districts, ensuring smooth day-to-day operations and performance evaluation through Daily Performance Reports (DPR), reducing onboarding time by 2 weeks.
- Facilitated morning and evening briefings to foster team coordination and enhance productivity levels, promoting a cohesive work environment.
- Demonstrated proficiency in budget management, preparing Utilization Statements for ministry review and transparent fund allocation, achieving a 95% accuracy rate in budget forecasting.
- Provided regular training sessions on Customer Relationship Management (CRM) software, empowering Field Response Officers.
- Conducted periodic Process Knowledge Tests (PKT) to uphold staff competency and ensure compliance with evolving project procedures and standards, leading to a 20% decrease in errors in handling senior citizen inquiries.
- Steered as the primary liaison between Central and State Ministries and JK Lakshmipat University, fostering seamless coordination and communication channels.
- Generated detailed monthly reports to identify operational bottlenecks, implementing targeted corrective measures and sharing insights.

Assistant Manager *Jul 2019 – Dec 2020*

- Managed complete hiring & onboarding of non-teaching departments.
- Planned and executed diverse university events ranging from intimate gatherings to large-scale university functions, including the Annual Fest, Sports Fest, Fresher's Day, Farewell Parties, Convocation, and Orientation Day.
- Oversaw and provided direct support to 15+ clubs and societies, collaborating closely with student leadership to foster club activities and operations.
- Administered guest house facilities, hostel facilities, mess services and transportation operations for over 1,000 students & staff, ensuring their smooth functioning.
- Implemented confidential counselling platforms to address students' mental health needs, collaborating with expert counsellors.
- Served as a key member of university committees, including the Student Life, Anti-Ragging and Discipline Committees, and acted as the Single

EDUCATION

Master of Computer Applications (MCA)
2017
JECRC University

Bachelor of Computer Applications (BCA)
2014
Rajasthan University

ADDITIONAL DETAILS

Language Proficiency:
Hindi and English

ADDITIONAL ROLES

2017 – 2023

- Developed and maintained partnerships with schools and coaching institutes, overseeing MOU signings and fostering collaboration for student development.
- Organized and managed events targeting school students, from planning to execution, ensuring seamless coordination.
- Represented the institution at fairs and outreach events, promoting student engagement and enrolment.
- Smoothly executed many Placements Drives of the University. Also, coordinated internally with institute leaders to maximize student participation in placement drives.
- Managed students' data efficiently for placement related activities.

Point of Contact for student grievances, ensuring timely resolution and support.
- Facilitated the induction process of the Student Council, resulting in a 30% increase in student representation and participation in university governance.
- Compiled annual reports detailing the achievements and initiatives of the Student Affairs Department, providing comprehensive insights.

Development Officer *Dec 2016 - Jun 2019*
JECRC University

- Spearheaded recruitment efforts for interns and executives within the department, ensuring alignment with organizational objectives and standards.
- Managed administrative tasks related to university guest houses, transportation, hostels, mess facilities, and other essential amenities.
- Cultivated and managed strategic vendor relationships, resulting in a 20% reduction in procurement costs while improving service quality.
- Orchestrated and executed a diverse range of events, including Annual Fest, Sports Fest, Fresher's Party, Farewell Party, Orientation Day, Convocation, Smart India Hackathon, Food Fest, and more.
- Supervised and mentored over 22 student clubs, providing indispensable support to facilitate the planning and execution of their events and activities.
- Directed the process of inducting the Student Council, ensuring strict adherence to established protocols and facilitating smooth transitions.
- Championed student welfare as the principal point of contact, resolving 100+ non-academic grievances.