



KHALID HUSSAIN SHAHANI

ASSISTANT DIRECTOR • SUKKUR, 65200, PAKISTAN • +923003266294

◦ DETAILS ◦

EDC, IBA University Sukkur
Sukkur, 65200
Pakistan
+923003266294
khalid@bnbwu.edu.pk

◦ LINKS ◦

[Linkedin Profile](#)
[Begum Nusrat Bhutto Women
University Sukkur](#)

◦ PERSONAL SKILLS ◦

Communication Skills
Decision-making
Self motivated
Ability to Work Under Pressure

◦ LANGUAGES ◦

English
Urdu
Sindhi
Balochi
Punjabi

PERSON PROFILE

Mr. Khalid Hussain Shahani holds the position of Assistant Director Human Resources at the BNB Women University Sukkur. With almost nine (09) years of professional experience, including six (06) years at the university level, Mr. Hussain demonstrates a strong commitment to his work. He is a self-motivated, hardworking, and dedicated professional with a proven track record in different esteemed institutions.

Prior to joining the BNB Women University Sukkur in 2020, Mr. Hussain played a pivotal role in establishing Sukkur IBA University's first-ever campus in underprivileged areas of northern Sindh. He holds a Master of Business Administration degree from IBA University, Sukkur, and a Bachelor of Education degree from Shah Abdul Latif University, Khairpur. His areas of expertise include Human Resource Management, Human Resource Development, Administration & Leadership.

EMPLOYMENT HISTORY

Assistant Director HR at BNB Women University, Sukkur

November 2020 — Present

- Managing the full spectrum of Human Resources functions, including recruitment, onboarding, performance management, employee relations, and compliance.
- Developing and implemented HR policies and procedures in alignment with organizational goals and legal requirements.
- Conducting recruitment activities, including job postings, resume screening, testing/interviewing, and selection of candidates.
- Facilitating incumbent employee onboarding and orientation programs to ensure a smooth transition into the organization.
- Developing comprehensive job descriptions for all employees.
- Collaborating with department heads to identify training and development needs and coordinated relevant programs.
- Managing employee relations matters, including conflict resolution, disciplinary actions, and employee grievances.
- Maintaining accurate employee records and HR databases, personnel files, and ensuring data integrity and confidentiality.
- Coordinating the annual performance appraisal process and supported HoDs in setting performance goals.
- Handling individual cases for contract renewal, promotion, transfer, and termination.

Administrative Officer at Sukkur IBA University, Sukkur

August 2017 — November 2020

- Worked as focal person to ensure interdepartmental coordination, discipline, security and safety of the campus.
- Supervised overall repair and maintenance of the assets e.g. building, furniture, electric appliances, vehicles, generator and all other fixed and movable assets of the campus.
- Managed all sorts of property ledgers, stock registers of fixed assets, store items and also conduct periodical physical check of all types of assets of the campus.
- Ensured availability of office space, hostels and managed all sorts of allotments within and outside the campus and maintain a proper record.

- Managed overall transport and resolve issues of faculty, staff and students and also coordinate with parents, when needed.
- Regularly checked the logbooks of all vehicles and generators to ensure the optimum fuel consumption.
- Ensured availability and optimum usage of utilities i.e. pure water, electricity, Sui gas, telephone and internet at the campus and hostels.
- Managed POL contracts and its payments for overall campus.
- To ensure availability of edibles, hygienic food, stationery, and other items of daily use at canteen and Tuck Shop.
- Regulated overall support staff as per work and need basis.
- Identified needs and raised requisitions for required item/equipment and act as signatory member of internal purchase committee (IPC) of the campus.
- Maintained close contact with parents/guardians and circulate the necessary information, notices etc. as and when needed.
- Facilitated academic and non-academic activities such as events, functions, examination, picnic, projects materials etc.
- Managed employee attendance, leaves, and ensured employee punctuality.

School Administrator & Teachers Trainer at Toheed Public School

August 2014 — July 2017

- Developed and implemented school policies and procedures.
- Maintained relationships with parents, community members, and other stakeholders.
- Handled disciplinary issues and ensure a safe and supportive learning environment.
- Handled administrative tasks such as scheduling, record-keeping, and reporting.
- Coordinated and supervised extracurricular activities and events.
- Hire, train, and evaluate teachers and staff.
- Provided guidance and support to teachers in implementing new teaching strategies and technologies.
- Collaborated with teachers to identify areas for improvement and develop individualized professional development plans.
- Assessed and evaluated the impact of professional development activities on teacher performance and student outcomes.
- Foster a culture of continuous learning and professional growth among teachers.

EDUCATION

Masters of Business Administration, Sukkur IBA University, Sukkur

August 2010 — May 2014

I obtained my MBA degree from Sukkur IBA University, having earned a freeship based on my merit. Subsequently, I diligently pursued and secured a comprehensive scholarship that covered the entirety of my degree program expenses.

Bachelors of Education, Shah Abdul Latif University, Khairpur

August 2014 — July 2015

I take pride in stating that I have earned my Bachelor's degree in Education with first-class honors from Shah Abdul Latif University, Khairpur.

Professional Skills

- Strong knowledge of HR principles and best practices.
- Proficient in HRIS software and MS Office Suite.
- Ability to handle sensitive and confidential information with utmost discretion.
- Ability to mediate conflicts, negotiate agreements, and maintain a fair and inclusive environment.
- Ability to build and manage diverse teams, promote collaboration and demonstrate strong leadership skills.



Key Organizer - Trainings & Workshops

- Successfully organized an international workshop on "Digital Literacy, Mathematics and Consciousness of the Society"
- Successfully organized a workshop on "Importance of Learning Science and Technology form Islamic Perspective"
- Successfully organized a workshop on "Leadership and Motivation"
- Successfully organized five days "Training on The Least We Must Know About English"
- Successfully organized a workshop on Basic Health Awareness

COURSES

Diploma in Information Technology, CITI Training System Hyderabad

May 2001 — March 2002

INTERNSHIPS

State Bank of Pakistan, Sukkur

June 2014 — July 2014

Internship opportunity provided me invaluable exposure to workings of a prestigious financial institution and equipped me with practical skills and knowledge that propelled my career forward.

REFERENCES

- References available upon request