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| **UMAIR** | **Contact Information** | | | | |  |
| [**UMAIR.331575@2freemail.com**](mailto:UMAIR.331575@2freemail.com) | | | | |
| **Academic Qualification ▼** | | | | | | |
| **EXAMINATION** | | | **SPECIALIZATION** | **YEAR** | **BOARD / UNIVERSITY** | |
| Masters | | | Commerce | 2014-2016 | Federal Urdu University | |
| Bachelor | | | Commerce | 2008-2010 | University of Karachi | |
| Intermediate | | | Commerce | 2005-2006 | Board of Intermediate Education | |
| Matriculation | | | Computer Science | 2004 | Board of Secondary Education | |
| **Work Experience ▼** | | | | | | |
| **Digit EMB**  **November 2015 to September 2016** | | | | | | |
| * **Senior HR Executive**   **(Human Resource Department)** | | **Responsibilities**   * Recruitment process, Application screening, conducting initial interviews and Reference checks. * Responsible for maintaining department-wise CV Database. Evaluate and retrieve data whenever there is a job requisition / job opening for any department. * Maintain HR database and filing system, with proper files maintained of each staff member * Maintain personnel records properly such as contracts, leave records, timesheets, and salary slips etc. * Prepare full and final of Ex-Employees * Compose & Implement company policies.. * Conduct orientation program to new employees.   **Payroll Management**   * Perform a wide variety of record keeping and payroll processing activities. * Calculating and record payroll deductions * Process New hires, status changes, transfers, terminations in Excel   **Attendance Management**   * Preparation of Employee monthly attendance through Zkteco (Monitoring the Attendance, leave records, late coming etc   **Performance Appraisal**   * Receive quarterly performance feedback form from HoDs. * Record quarterly performance data on excel.   **Human resource information System**   * Update active and newly inducted employees record on google docs * By weekly maintain duty roster of employees. * Maintain record of separated employees on HRIS.   **Achievements**   1. Received twice time appreciation by Sr. Manager for bulk hiring in call center. 2. Formulating and Establishing new policies & departmental wise SOPs in the organization. 3. Design organizational hierarchy | | | | |

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| **Hamdard Institute of Engineering & Sciences**  **February 2015 to October 2015** | | | |
| * **Personal Assistant to Deputy Director**   **(Post-Graduate Studies)** | **Responsibilities**   * Organizing and servicing meetings (producing agendas and taking minutes * Typing/word processing (reports / agendas / minutes, drafting of official letters) * Prioritizing workloads, maintaining meeting calendar of Dy Director. * Answering telephone calls, arranging appointments, taking / conveying messages. * Meeting and greeting visitors at all levels of seniority. * Handing Dy Director’s email and correspondence. * Liaison with staff, main campus, and relevant Organizations. * Producing documents, briefing papers, reports, presentations and assistance in presentations.   **Administrative Matters**   * Proper record of office stationary and issuance of stationary on demand to employees. * Maintain attendance, leave record, and submit report on daily basis. * Scheduling of classes. * Oversee work of employees in supporting roles, including assigning workload and monitoring employee performance   **Human Resource Matters**   * Preparing and maintaining personal records of all the employees. * Design job descriptions as per requirement. * Look after recruitment process. * Preparing and issuing various HR related letters. * Receiving and filing regular incoming resumes in proper format. * Developing and updating HR related forms. * Assists in the process of yearly performance appraisals.   **Achievement**   1. I performed multi-tasking functions in Hamdard University – Post Graduate Studies. I used to receive certain deadlines for completion of various tasks under pressure. 2. Liaising with Registrar Office, Director Office, Permanent and visiting faculty, Human Resource, Accounts & Finance, IT and Admission Cell. 3. I was assigned a responsibility to check and balance Quality Enhancement matters in the capacity of QEC Coordinator. | | |
| **Karachi United Football Foundation**  **June 2013 to September 2014** | | | |
| * **Admin Officer**   **(Adminstration Department)** | | **Responsibilities**   * Proper record of office stationary manually and on excel . * Visit all centers to collect updated data of players and taking photos during the training. * Place order for kits and dispatch to all football centers. * Main attendance record. * Submitting bills and income tax challan in NBP Bank. | |
| **Royal Group**  **February 2012 to March 2013** | | | |
| * **Purchase**   **Executive**  **(Procurement Department)** | | | **Responsibilities**   * Inquiry for prices from various chinese manufactures and creating comperative statement reports on excel * Collecting documents (COA, BL, PL, IR) for shipment purpose. * Produce GIN, GRN, Purchase Order, Payment Requisation on Automation. * Counter-Check packing designs of medicine and surgical products. * Stay in touch with suppliers for prices via Skype, telephone calls and emails. |

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| **Liberty Books Private Limited**  **May 2009 to January 2011** | |
| * **E-commerce Assistant**   **(E-commerce Department)** | **Responsibilities**   * Billing of books. * Checking local and international books price on point of sales. * Making consignment on excel. * Conveying books information to customers through telephone calls and taking orders at the same time. * Maintaining books stock on Point of sales. * Upload new books on CMS (Campus Management System).   Coordination with all departments and outlets. |

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| **Other Skills ▼** | | | |
| * Good spoken and written communication of English and Urdu. * Strong Interpersonal Skills * Ability to work effectively to deadlines. * Always willing to take initiatives and challenges * Organizational Skills | | | |
| **Software Skills ▼** | |  |  |
| * **Microsoft Office** | Word, Excel (Advance), Power Point, Access, Visio & Outlook | | |
| * **Accounting Softwares** | Quickbooks, Tally, Peachtree | | |
| * **Adobe** | Photoshop, Illustrator, Dreamweaver | | |
| * **ERP & Other Softwares** | Vertex, Automation, Point of Sales, CMS, Wordpress, Html 5, CSS3, Urdu Inpage | | |

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