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| **UMAIR** | **Contact Information** |  |
| **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.
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| **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.
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| **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
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| **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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