**ZAHID**

[**ZAHID.333936@2freemail.com**](mailto:ZAHID.333936@2freemail.com)

**CAREER OBJECTIVE**

To be a part of the challenging team that strives for achievement of organizational goals. Always looking for opportunities and initiatives to explore my potential. Able to work on own initiative and as part of a team. Dedicated, hard work, honest and agile enough to maintaining high quality standards.

**Personal summary**

A multi skilled professional with good all round of HR advisory skills very capable with an ability deal with all the recruitment and resourcing needs of a organization. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure that the employee and employers interests are best represented. Extensive knowledge of working practices recruitment, pay and conditions of employment and diversity issues.

**Human Resource Officer**

Dealing with all of the recruitment needs and employees into the business from the initial job offer being made through to their introduction into the company including offer letters and contracts etc.

**Duties**

* Assisting in the short listing of suitable candidates from applications
* Dealing and advising on disciplinary and grievance procedures
* Developing and improving existing HR procedures and processes
* Making sure that any promotions, transfers and pay rises take effect as planned
* Assisting in the set up and maintenance of client and candidate database
* Conducting introduction for new employees
* Providing employment reference for past employees
* Writing job specifications and designing job adverts
* Deciding which online jobs sites and newspapers to advertise jobs in.
* Conducting pre employment checks on job applications I,e reference, medical, approval, academic etc

**Key skills and Competences**

* Knowledge of promotional issues, salary reviews, examination awards etc
* Excellent telephone manner and high standard of communication skills
* Can ensure a company has the right balance of staff in terms of skills and experience
* Experience of employee salary review
* Able to deal with highly confidential matters professionally and discreetly

**PROFILE SUMMARY**

A Master of Science with a major in Business Administration Mid Sweden University Sundsvall Campus from Sweden. I have done my diploma in HR in Spanish language from Spain Vitoria city. I have Good Communication Skills in Spanish and English, I have professional experience more than 5 years, I have 3 years experience with EPA-HHI as a Admin Officer in Spain(Mondragon), I have 2 Years experience in NIB bank limited as a Human resource officer in Pakistan. Currently Looking for a Job in UAE.

**WORK EXPERIENCES**

**ARRASATE EPA - SPAIN**

**Admin Officer Dec 2012 to Oct 2015**

* Customers on telephone and in person with queries and problems  
  Train new employees in administrative tasks within the department  
   Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times
* Answering incoming calls in a professional manner  
   Handle Maintain records and file data according to category  
   Update database with confidential and relevant information
* Arranging interviews and confirming interviews by email  
   Communicate with management, staff, suppliers and customers to ensure a pleasant work environment
* Coordinate and communicate social activities for the office staff.

**NIB BANK LIMITED- PAKISTAN**

**HUMAN RESOURCE OFFICER DEC 2008 to JUL 2010**

* Identifies hiring need, develops the position description, recruitment plan, organizational chart and other recruitment related documents
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops reviewing professional publications, establishing personal networks, participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees, following up on work results.
* Maintains human resource staff by recruiting, selecting, orienting, and training employees.
* Maintains human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.

**SKILL SUMMARY**

* Team Management
* Have good communication in Spanish & English
* Conduct the Training Program & Work shops
* Good Presentation and Interpersonal skills and prove to be a good team player.
* Ability to grasp concept and logic quickly and implement the same.
* Ability to work under stress and pressurized situation

**ACADEMIC CAREER**

**CEAM FORMACION – SPAIN (2015)**

* Human Resource in Spanish Language.

**MID Sweden University Sundsvall- Sweden (2011)**

* Master in Science with a Major in Business Administration

**ALLAMA IQBAL OPEN UNIVERSITY – PAKISTAN (2006)**

* Master in Business Administration (Specialization In Marketing & Management)

**COMPUTER SKILLS**

* Complete the Advance Computer Course in Spanish( Ms-Office & Internet)
* Computer-literate performer with extensive technical proficiency covering wide range of applications and platforms, including MS Office.

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| **Personal Detail** |  |
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| Date of Birth | Oct, 01 ,1983 |
| Current Residence | Dubai |
| Nationality | Pakistani |
| Marital Status  Languages | Single  Spanish, English, Urdu |

**References***:* To be furnished on demand.