**Zohaib**   Whatsapp +971504753686 / +919979971283

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# Experience Available Immediately on Tourist visa

**HR Assistant:**

**Pakistan Service Industry, Gujrat, 2014-2016**

### [**The Centaurus Mall**](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjP1O3xpZPYAhVHOhQKHZ-yCBYQFggxMAA&url=http%3A%2F%2Fthecentaurusmall.com%2Fcareers.php&usg=AOvVaw3mgzHsB16iNMx5eK5ekydP)**, Islamabad March2016- September2016**

**University of Gujrat, Administration 2013-2017**

**Insrein Human Development Research Institute March 2017- August 2017**

## Responsibilities:

## Supports human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information. Typical tasks include posting job openings, gathering information on new applicants, contacting references, and informing employees of their hiring status.

 **Job responsibilities**

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| **Date of Birth:** 19 Oct 1995**Marital status** Single**Languages**Urdu - Native, English – FluentHindi – FluentPunjabi – FluentArabic- Basic**Competencies****Client / Guest Service****Relationship****Management** **Pre & Post Flight Check Emergency Response****Special needs Assistance****Hand** **Education****Bachelor of Science – Geography** **2013 - 2017****University of Gujarat, Pakistan** **Pre-Engineering****Punjab College Gujrat****2011-2013****Applied Science and Engineering****Govt. High School Lakhanwal****2009-2011****THESIS PROJECTS** **Assessment of Socio-Economic condition in Khanaspur District Abbottabad, Pakistan**This research project focus on the relationship between economic activities and social life include potential effects on the area’s population and housing characteristics, housing affordability, and business conditions. Socioeconomic status especially emphasized on the identification of poor aspects of society, the betterment of population and economic condition.**CORE COMPETENCIES*** GIS& Remote Sensing Software.
* Graphic Presentations and Layouts
* Research Methodology
* Lane Development Modeling
* GPS System & Total Station
* Environment protection
* Disaster Management
* Arc GIS Extensions
* ERDAS Imagine
* Global Mapper
* ATLAS Development
* Marketing Geography

**Other Research and professionals work****Floods Atlas Development** for Gujarat, Sialkot and Gujranwala city near Chenab river from 2010-2016**Developed Sialkot City Development Map**: **Lahore City Improvement Project:** **Land Use Mapping  Gujarat city****Digitalization of Roads of Gujarat city** **Presentation: Application of GPS in vehicles tracking system in University of Gujarat transport buses.****Atlas Development: Jalalpur Jattan Tehsil of Urban Development from Pre 1900-2017** | * Answering employee questions, Processing incoming mail, Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings and maintaining calendars of HR management team.
* Compiling reports and spreadsheets and preparing spreadsheets are also involved in a number of areas of human resources, including.

**Recruitment/New Hire Process*** Participating in recruitment efforts. Posting job ads and organizing resumes and job applications.
* Posting job ads and organizing resumes and job applications.
* Scheduling job interviews and assisting in the interview process.
* Collecting employment and tax information.
* Ensuring background and reference checks are completed.
* Preparing new employee files. Overseeing the benefit documentation.
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Conducting benefit enrollment process. Administering new employment assessments. Serving as a point person for all new employee questions.

**Database Analyst*** Ensure the database availability connectivity to the users / clients
* Design connectivity configuration of all client computers and server-side resources.
* Maintain documentation as it relates to database and system configuration, mapping, processes, and service records.
* Establish and implement backup / restore processes both physical and logical.
* Ensure security procedures and technical standards are adhered to across all fields.

**Record Maintenance*** Maintaining current HR files and databases.
* Updating and maintaining employee benefits, employment status, and similar records. Maintaining records related to grievances, performance reviews, and disciplinary actions.
* Performing file audits to ensure that all required employee documentation is collected and maintained. Performing payroll and benefits audits and recommending any correction action.
* Completing termination paperwork and assisting with exit interviews

HR Assistants Skills* Able to adept at problem-solving, including being able to identify issues and resolve programs in a timely manner.
* Strong interpersonal skills
* Able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings.
* Also be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information. Able to arrange and plan work activities as to use time efficiently.
* Be organized, accurate, thorough, and able to monitor work for quality

Also Reporting Skills, Maintaining Employee Files, Dependability, Organization, Scheduling, Confidentiality, Independence, Orienting Employees, Verbal Communication, Teamwork, Microsoft Office Skills **Benazir International Airport, Islamabad**  **Tasks:** (Flight Attendant & Ground Operations)Ensuring proper and efficient cabin management in the normal & abnormal situation. Coordinating cabin safety and emergency procedures. Prepare flight and safety report and ensure all aircraft documents onboard before departure. Trained in Ticketing and Flight Reservations. Update reports for Government purpose. Office Administration & Database ManagementOther - Professional Experience **University of Gujarat** GIS Assistant / Navigator **Lahore Development Authority** GIS Specialist **\***Good command over GIS, Remote Sensing and Image Processing software **\***Hands-on experience with Arc GIS extensions.**\***Develop GPS (Global position system) for university transport system and roadmap tracking.**\***Develop the proper way to university transport buses routes.**\***Digitized the routes of buses of university transport and updates the new routes time to time in GPS systems with the help of GIS (Global information systems)**Training, Seminars & workshops:****\***Aviation Security procedure training (PIA airline)**\***Entry level cabin crew training (PIA airline) **\***2 years fully training in Metrology Observatory system in Gujrat, University of Gujrat**\***Participation in Seminar as a presenter in Earth day in University of Gujrat**\***Participation in 3 days’ International workshop on Sustainability Challenges and Sustainability Solutions for Urban land and Urban development.**\***As presenters participate in TED-X workshop for Poverty in Pakistan. **\***Participated in International Glaciers day**\***Participated in a seminar a presenter’s present presentation about climate change and their effect on human life in Islamabad HEC.**\***Participation in National Rescue Service in Pakistan **Software Skills:**GIS Software: Arc-GIS 9.x, 10, QGISImage processing software: ERDAS ImagineMiscellaneous: Google Earth Pro, Adobe PhotoshopWindow Platform: Window XP, Win7, MS Office(Excellent) |

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